

EMPLOYMENT LAW MANUAL
FOR TEXAS CITIES



Laura Mueller

Texas Municipal League Legal Services Department
1821 Rutherford Lane, Suite 400
Austin, Texas 78754
512-231-7400
www.tml.org

TML LEGAL DEPARTMENT

The Texas Municipal League Legal Services Department provides legal assistance to TML member cities. We answer general questions; participate in educational seminars; provide support services for the legislative department; and prepare handbooks, magazine articles, and written materials including legal opinions and amicus briefs. As part of our services, we also work on papers, example documents, and handbooks for city officials. This handbook has information that has previously been in the *Texas Town & City* magazine, in Texas Municipal League and Texas City Attorney Association educational conferences, and on the Texas Municipal League Web site. All has been updated and formatted in this book. While many people worked on this document, two attorneys who no longer work at TML contributed greatly to the substance of this handbook while they were here. Kathryn Hoang, who now works in private practice, and Evelyn Njuguna, who now works at the City of Houston, both originally prepared much of the material in this book.

Also, please be advised that the information in this book is provided for informational purposes only. Every city official should consult with local legal counsel to ensure that any information complies with current law and the particular facts of each situation.

As a member city, if you have legal questions, employment or otherwise, please call us at 512-231-7400 or email us at legal@tml.org. Also, if you have any comments about the manual or would like to make suggestions please email laura@tml.org.

Contents

CHAPTER 1--Top Ten Employment Law Questions 1

- 1. Can I terminate this employee?..... 1
- 2. Can we drug test our employees? 2
- 3. A councilmember is related to our code enforcement officer (or another employee). Is this a problem?..... 2
- 4. Do I have to post notice of a city job opening? 3
- 5. Can we give our employees a bonus? 3
- 6. Do we have to pay our employees overtime? 4
- 7. What is considered part time?..... 4
- 8. An employee has been injured on the job and is on workers' compensation. Is there anything else we need to worry about? Can we terminate this employee if he cannot perform his job now? 4
- 9. Can a city regulate whether its employees campaign or run for political office?..... 5
- 10. Can we talk about employment matters in executive session? 6

CHAPTER 2--Hiring 7

- Who hires city employees? 7
- Do I have to post notice of a city job opening? 7
- What is discrimination in hiring?..... 8
- Should the city adopt a hiring policy? 8
- Can a city drug test an individual before hiring him or her? 8
- What can a city ask about prior criminal activity on a job application or in an interview?..... 8
- Resources 9

CHAPTER 3--Fair Labor Standards Act 10

- What is the Fair Labor Standards Act?..... 10
- Is my city required to comply with the FLSA?..... 10
- What is the minimum wage?..... 10
- Which employees are required to be paid overtime?..... 10
- How can the city differentiate between exempt and nonexempt employees? 10
- How is overtime calculated?..... 11
- Do we have to pay overtime if an employee works more than eight hours in a day? .. 12
- Do we have to pay overtime or double time if an employee works on a state or federal holiday?..... 12

Does the city have to give employees a certain amount of sick, vacation, or other paid time off?	12
What is the difference between a part-time and a full-time employee?	12
Can we pay our employees in compensatory time instead of overtime?	12
When does the city have to pay compensatory time?	13
How many hours of compensatory time can an individual earn?	13
Do we have to pay employees for the time they spend waiting “on call”?	13
Is a city required to provide an employee with a meal break or rest period, and does the city have to compensate an employee who takes such a break?	13
Can a city deduct from an employee’s salary or require an employee to reimburse the city for damage to or loss of city equipment, such as a laptop computer or cellular phone?	14
Is a city council authorized to give an employee a bonus?	14
Resources	15
CHAPTER 4--FLSA for Public Safety	16
Are there special FLSA rules that apply to police officers and fire fighters?	16
Can a city ever have a total exemption from overtime for fire and police personnel? ..	16
Which fire and police employees are counted towards the five employees used to calculate the exemption?	16
How does the 207(k) exemption work?	17
Which law enforcement and fire protection employees can be covered by the 7(k) exemption?	17
Are there any employees who engage in law enforcement activities that are not covered by the 7(k) exemption?	17
Does fire activities include employees who are paramedics and fire fighters?	18
Does the 7(k) exemption apply to volunteer fire departments?	18
Can a state law or ordinance give more overtime benefits than the FLSA requires? ...	18
Is a police chief considered exempt under the executive or administrative test?	19
Do we have to pay our police and fire fighters a minimum amount?	19
Resources	19
CHAPTER 5--Family and Medical Leave Act	20
What is the Family and Medical Leave Act?	20
Is my city covered by the FMLA?	20
Which employees are eligible for leave under the FMLA?	20
What is a city required to do if it is covered by the FMLA but does not have any employees who are eligible for FMLA leave?	20

What types of events qualify for leave under the FMLA?.....	20
What benefits do eligible employees enjoy under the FMLA for qualifying events? ..	21
What intermittent leave benefits does an employee receive under the FMLA?	21
What happens when an employee returns from FMLA leave?.....	21
Am I required to pay an employee who is on leave under the FMLA?	22
What notice requirements must a city provide to employees under the FMLA?	22
Resources	22
CHAPTER 6--COBRA	24
What is the Consolidated Omnibus Budget Reconciliation Act?	24
Do cities have to participate?	24
When would an employee be offered continued health benefits under COBRA?	24
What is a qualifying event?.....	24
If a qualifying event occurs, what does the city have to do?	24
Does the city still have to offer COBRA coverage if an employee is terminated for cause?	25
Does a city have to give an employee COBRA coverage if the employee quits?	26
Does a city have to give an employee COBRA coverage if the employee chooses to go part-time or has reduced hours due to an injury or disability?	26
How is health insurance coverage handled if the employee is on FMLA leave and becomes ineligible for health coverage under a city's plan?	26
Who pays for the coverage?.....	26
Does the health coverage offered have to be the same as current employees' coverage?	27
How long does coverage have to continue?.....	28
Are there any state laws that require continuation of health care coverage?	28
Resources	28
CHAPTER 7--Volunteers	30
Can city councilmembers volunteer for the city?	30
Can city employees volunteer at the city?	30
Can a city pay for its volunteer police officers' insurance or certification?	30
Is the city liable for the actions of volunteers?	31
Is the city liable if a volunteer is injured while performing work for the city?	31
CHAPTER 8--Drug Testing	33
May a city perform random drug tests on its employees?	33
Which employees may a city randomly drug test?	33

What other times may a city drug test its employees?	34
What is reasonable suspicion?	34
Besides search and seizure constitutional issues, are there any other concerns with drug testing?	35
Does Texas regulate the drug testing of employees?	35
Should a city adopt a drug testing policy?	35
What considerations are there for a city that chooses to adopt a written drug testing policy?	35
Resources	36
CHAPTER 9--Employment Discrimination and Title VII of the Civil Rights Act of 1964 (Title VII).....	37
What is Title VII of the Civil Rights Act?	37
Which employers does Title VII apply to?	37
What if part of the position requires that a limitation be placed on one of the protected classes?	37
What kind of liability will a city have if it violates Title VII?	37
How does Title VII define and protect race?	38
National Origin?	38
Sex?	39
Is sexual harassment considered discrimination under Title VII?	39
What types of religious beliefs are protected and how are they protected?	40
What should a city do if an employee needs an accommodation for a religious belief?	41
Resources	41
CHAPTER 10--Americans with Disabilities Amendments Act of 2008	42
What is the Americans with Disabilities Act?	42
What is a disability?	42
What is a “major life activity”?	42
Who is a “qualified individual”?	43
What is a reasonable accommodation?	43
When does a city have to give a reasonable accommodation?	43
How does a city find out it needs to give a reasonable accommodation?	44
Can a city require that all job applicants have a medical exam to make sure they can perform the job?	44
Can a city require that job applicants take a physical agility test or a test to make sure they can perform the specific tasks of the job that they are applying for?	44

What if a “disabled” employee cannot do the job even with a reasonable accommodation?	44
How does the ADA work with drug use?	45
Does the ADA require employers to take any other action?	45
Other than as employers, does the ADA require cities to take any other action?.....	45
Resources	45
CHAPTER 11--Pregnancy Discrimination Act	46
How should pregnant employees be treated?.....	46
Is there any Texas law on this issue?	46
Resources	46
CHAPTER 12--Age Discrimination	47
What is the Age Discrimination in Employment Act?	47
• Job Notices and Advertisements	47
• Pre-Employment Inquiries	47
• Benefits.....	47
Can a city set an age limit on how old a peace officer or fire fighter can be and still comply with state law and the ADEA?.....	48
Resources	48
CHAPTER 13--Texas Whistleblower Act.....	49
What is the Texas Whistleblower Act?.....	49
In addition to suspension or termination, what is considered an “adverse personnel action” under the Act?	49
Who is considered an “appropriate law enforcement authority” under the Act?	49
What are the penalties associated with a claim under the Whistleblower Act?.....	49
Is there a statute of limitations for whistleblower claims?	50
Is there a notice requirement under the Whistleblower Act?.....	50
Resources	50
CHAPTER 14--Military Leave: USERRA and State Military Leave	51
What is the Uniformed Services Employment and Reemployment Rights Act?	51
<i>Does USERRA apply to my city?</i>	51
What are the “uniformed services”?	51
What “service” qualifies for USERRA protections?	51
Is an employee required to provide notice of service to a city?.....	52
What criteria must the employee meet to be eligible for reemployment after service in the uniformed services?	52

How long does an employee returning from service have to apply for reemployment?	52
What reemployment rights does USERRA provide?.....	53
What protections does a reemployed service member have from being discharged from employment?.....	54
Is a city required to pay an employee who is serving in the uniformed services?	54
How does USERRA protect health care benefits?.....	54
Are employees who have family members in the military entitled to time off?.....	54
Does the state provide for any time off for members of the state military?	55
Resources	55
CHAPTER 15--Employment and Open Government Laws	56
Can the city council talk about employment matters in executive session?.....	56
What issues can be discussed?.....	56
What if the employee does not want to meet in closed session?	56
Can the city discuss giving raises to all city employees or all employees in one department?.....	56
What should be on the agenda if the city is going to discuss an employee in closed session?	56
What information in a personnel file is confidential under the Public Information Act?	57
Can a city councilmember or may look at an employee's personnel file?	57
Are there different rules for law enforcement officers?.....	58
Can an employee have access to his personnel file?.....	58
Resources	58
CHAPTER 16--Employment Laws that May Apply to Your City.....	59
FEDERAL EMPLOYMENT LAWS	59
TEXAS EMPLOYMENT LAWS.....	63
INDEX	i

CHAPTER 1--Top Ten Employment Law Questions

1. *Can I terminate this employee?*

Cities often struggle with the question of when and how to fire a poor performing employee. Despite being an “at-will” employment state, where anyone can be fired for any nondiscriminatory reason, many federal and state laws protect employees. These laws often keep a city from firing an employee for fear of litigation for discrimination. Sometimes it seems that there are some people you just can’t fire, no matter how incompetent or obnoxious they are. Many times supervisors hold back on firing an employee in fear of a lawsuit. They ask themselves, “How can I safely fire a poor performer who’s pregnant, or on medical leave, or who just filed a worker’s compensation claim?” The reality is that any time someone is terminated she can sue the city for discrimination or the violation of some right. However, there are a number of steps you can take to minimize the risks associated with terminating an employee. The following provides some basic information to consider prior to terminating an employee:

(a) Employment-at-will: First, determine whether the employee is “at-will” or whether the employee has a contract, a collective bargaining agreement, or is subject to civil service. Also, the Local Government Code puts some limitations on Type A cities on how they can terminate certain employees who are also officers.¹ If one of these issues arises then the procedure outlined by these items should be followed.

(b) Documentation: Make a paper trail. This is one of the most important items involved in terminating an individual. Usually employees are not terminated for a one-time offense, but for poor performance based on violations of personnel policies. Ideally, there will be objective documentation detailing what performance measures the employee has not met or personnel policies she has violated. Written documentation that shows that the employee was informed of the problem and is signed by the employee is often best. Even if there is a possible discriminatory claim based on some quality of the employee, this kind of documentation is good evidence if sued. Also, if an employee is aware of problems he may be less likely to take action against the city when adverse action is taken against the employee. Finally, keep in mind that there are special documentation requirements for police officers.²

(c) Consistency: Ensure that similarly-situated employees are treated the same. If one person in the city library is late everyday and is never disciplined and another person is terminated for being late, that is a recipe for a discrimination claim. Keep an eye on how every employee is treated and ensure that your personnel policies and discipline procedures lend themselves to objectivity and consistency. However, if there could be a rational basis for treating some employees differently if they are in different departments or have different duties.

¹ TEX. LOC. GOV’T CODE § 22.077.

² See *id.* §§ 614.021-023.

(d) Discrimination and Retaliation: Are there any legitimate claims that the employee or applicant could make? Could an injured employee make a claim under the Family Medical Leave Act, the Americans with Disabilities Act, or Workers' Compensation? Are they part of another protected class? Look at the above acts plus USERRA, the Texas Whistleblowers Act, the Age Discrimination in Employment Act, and other state and federal laws before taking action.

In addition, if your city is a member of the TML Intergovernmental Risk Pool, it is recommended that you contact the "Call before You Fire" program at (800) 537-6655 before you take any major action.

2. Can we drug test our employees?

Sometimes, but not often. The TML Legal Department receives many calls from cities on this issue. Most cities either: (1) desire to implement random drug testing for all their employees; or (2) already have such policy in place. Many city officials are surprised to learn that cities may not randomly drug test all employees. Unless an exception applies (such as special safety or security concerns, reasonable suspicion, or Department of Transportation regulations), a city may not drug test its employees.

A city may only drug test its employees without individualized suspicion, also referred to as "random drug testing," if there is a "special need" that outweighs the individual's privacy interest.³ This standard means that most city employees may not be tested for drugs without individualized suspicion. While a private employer may often have the ability to randomly drug test its employees, governmental entities, such as cities, are more restricted by the United States Constitution, including the search and seizure provisions of the Fourth Amendment. The primary reason a city might be able to "randomly" drug test an employee is when the employee performs safety-sensitive or security-sensitive duties. Not all police officers or fire fighters fit into this category, but backhoe drivers might. See the Drug Testing section of this manual for more information.

3. A councilmember is related to our code enforcement officer (or another employee). Is this a problem?

Maybe. This question comes up often and the answer involves state nepotism law. First, state nepotism law states that a city cannot hire an individual who is related within a prohibited degree to the final hiring authority, which is often the city council.⁴ The prohibited degree is within three degrees by blood or two degrees by marriage.⁵ Employing someone who is related within the prohibited degree is not allowed even if the related councilmember abstains. However, sometimes having a related employee is acceptable under the nepotism statute. For example, if your city has less than 200 in

³ *Skinner v. Ry. Labor Execs. Ass'n.*, 489 U.S. 602 (1989); *Nat'l Treasury Emps. Union v. Von Raab*, 489 U.S. 656 (1989).

⁴ TEX. GOV'T CODE § 573.041.

⁵ *Id.* § 573.002.

population then nepotism law does not apply to your city.⁶ Another reason why it is permissible is when the individual had been working for the city a certain amount of time before the related councilmember is appointed or elected to office.⁷ For more information please see the Attorney General's Handbook on nepotism at http://www.oag.state.tx.us/AG_Publications/pdfs/nepotism_easy.pdf. A home rule charter, city ordinance, or other city policy can be more restrictive than state law.

4. Do I have to post notice of a city job opening?

Generally, there is no law that requires a city to post or advertise a job opening. Nevertheless, the best way to prevent having an Equal Employment Opportunity Commission (EEOC) discrimination complaint or lawsuit filed against an employer is to advertise a job opening and then ensure that the city hires the applicant that is best qualified for the position. Federal, state, and sometimes local laws prohibit hiring practices that discriminate on the grounds of age, disability, race, color, religion, sex, pregnancy, citizenship, military service and national origin. A city's hiring practice of merely advertising an opening to a certain geographic area, or merely by word of mouth, for example, may be used as evidence of discriminatory intent if a claim is filed against the city. To avoid a discrimination claim, an employer should advertise a job opening so that it reaches a large cross-section of the population. Advertising in a general circulation newspaper and on the internet are good examples of places to post a job opening. Posting jobs internally that are promotional opportunities for current employees is usually a good idea and accepted as proper as long as it is pursuant to a consistent policy of doing so. If a city does not have a hiring policy, including a policy regarding the advertisement of a job opening, the city should seriously consider adopting one. Before advertising a job vacancy, an employer should ensure it contains a written job description that provides objective qualifications and responsibilities necessary to perform the job. The description should be devoid of any reference to sex, race, national origin, or any other protected class. In addition, a job description should include the essential functions of the position and other requirements, such as education, skills, and work experience. Once a job description is in place, it should be used as a template for the job advertisement.

By taking the time to adopt a hiring policy and to advertise a job opening to a wide range of people, an employer increases its chance of hiring the best qualified person for the job. In addition, an employer may avoid a discrimination claim or lawsuit.

5. Can we give our employees a bonus?

The answer depends on when the employee is offered the bonus. Under the Texas Constitution and Texas case law, cities are prohibited from giving retroactive employee pay increases or bonuses that are not agreed upon before work begins.⁸ This means that the city can give "bonuses" to its employees, but only if the bonus is part of the personnel policy or an agreement before the employee starts work. A city cannot decide to give an

⁶ *Id.* § 573.061.

⁷ *Id.* § 573.062.

⁸ *Fausett v. King*, 470 S.W.2d 770, 774 (Tex. Civ. App.--El Paso 1971, no writ); TEX. CONST. art. III, § 53.

employee a bonus after the work is done. For example, a city cannot give holiday bonuses to employees unless holiday bonuses are included in the personnel policy at the beginning of the year. However, a city may make additional compensation, such as longevity pay, part of the employees' compensation at the beginning of the year through the budget and personnel policies, to be expected for work that will be performed.

6. Do we have to pay our employees overtime?

A city must pay overtime to all “nonexempt” employees if the employees work more than 40 hours in a seven-day work period.⁹ However, some employees are “exempt” and do not have to be paid overtime if they work over 40 hours a week.¹⁰ The exemptions are based on a salary test and the definitions of executive, professional, and administrative employees. An exempt employee is not required to be paid overtime, but is paid her salary regardless of the number of hours the employee works. However, nonexempt city employees can be paid in compensatory time, paid time off, instead of overtime. A nonexempt employee earns one-and-one-half hour of compensatory paid time off for every hour of work over 40 hours in a seven-day work period.¹¹ The city must allow the employee to take compensatory time off when requested and must pay the employee his compensatory time off hours when he leaves employment with the city, regardless of whether he is terminated or quits. For more information, see the Fair Labor Standards Act section of this manual.

7. What is considered part time?

State and federal law generally do not determine what is a full-time or part-time employee; the city's own policy does. Federal law only gets involved if a nonexempt employee works over 40 hours in one week, at which time they must be paid overtime. Benefits can often be affected by an employee's full-time or part-time status. If the city is wondering at which point it must provide benefits, such as health benefits or retirement benefits to its employees, the city should review its personnel policies and contact its benefits providers to see what the requirements are. The Texas Municipal Retirement System can be reached at <http://www.tmr.org/>. The Texas Intergovernmental Employee Benefits Pool can be reached at <http://www.tmliebp.org/>.

8. An employee has been injured on the job and is on workers' compensation. Is there anything else we need to worry about? Can we terminate this employee if he cannot perform his job now?

When an employee is injured on the job, the city would have three main legal concerns: workers' compensation, the Americans with Disabilities Act (ADA), and the Family Medical Leave Act (FMLA). First, if the employee qualifies for FMLA and has a serious medical condition that warrants time off, the city needs to give the individual these

⁹ Fair Labor Standards Act (FLSA) of 1938, 29 U.S.C. § 201, *et seq.*

¹⁰ 29 U.S.C. § 213(a).

¹¹ 29 U.S.C. § 207(o); 29 C.F.R. § 553.23.

benefits.¹² However, the city policy could require that FMLA and workers' compensation be taken concurrently.¹³ The next issue involves when the employee wants to return to work or is released by his doctor with some limitations. If the doctor's note indicates some limitations, the city must determine if the individual can perform the essential functions of the job. If the individual cannot perform the essential functions of the job, the city must then determine if there is a reasonable accommodation under the ADA that would enable the employee to perform her job without being an undue burden on the city.¹⁴ If the city decides that no reasonable accommodation can be provided and the individual must be let go, then the city needs to ensure that it has appropriate documentation of this fact since the individual could have a claim under workers' compensation or under the ADA. For more information see the FMLA and ADA sections of this manual.

9. Can a city regulate whether its employees campaign or run for political office?

Texas courts generally allow cities to impose reasonable restrictions on political speech engaged in by its employees.¹⁵ For instance, the City of Dallas Charter contained numerous political activity restrictions, including but not limited to the following:

- (a) No city employee may publicly endorse a candidate for city council;
- (b) No employee may contribute to a city council campaign;
- (c) No employee may wear city council campaign literature at work or in city uniform;
- (d) No employee may circulate petitions for city council candidates, although he may sign such petitions.

The Fifth Circuit held that these provisions were not unconstitutional.¹⁶ Also, prohibiting political activity while on duty is proper, being reasonably necessary to the conduct of city business.¹⁷ However, in *Villejo v. City of San Antonio*, the court held that a city's directive barring employees from participating in any campaign for an "issue" or "measure" related election regarding the city violated the employee's First Amendment rights.¹⁸

Notwithstanding the *Wachsman* opinion, a city may not prohibit employees from seeking public office.¹⁹ But requiring resignation prior to taking office as mayor or commissioner

¹² 29 U.S.C. § 2601-2654.

¹³ 29 C.F.R. § 825.702(d)(2).

¹⁴ 42 U.S.C. §§ 12101-12117.

¹⁵ *Rankin v. McPherson*, 483 U.S. 378 (1987); *Comm'ns Workers of Am. V. Ector County Hosp. Dist.*, 467 F.3d 427, 441-42 (5th Cir. 2006). See also TEX. LOC. GOV'T CODE §§ 150.002, 150.003 (regulating political activities of fire and police department employees of cities with a population of 10,000 or more).

¹⁶ *Wachsman v. City of Dallas*, 704 F.2d 160 (5th Cir. 1983).

¹⁷ Tex. Att'y Gen. Op. JM-521 (1986).

¹⁸ 485 F.Supp. 2d 777 (W.D. Tex. 2007).

¹⁹ *Stone v. City of Wichita Falls*, 477 F.Supp 581, aff'd 646 F.2d 1085 (5th Cir. 1981) cert denied, 102 S. Ct. 637 (1981) (holding that charter provisions stating that any city employee who becomes a candidate for election forfeits his employment is unconstitutional).

may be proper for employees and officers the public employer has authority to hire and fire.²⁰ However, termination upon announcement of candidacy, particularly for any office other than mayor or commissioner, may subject the city to liability for wrongful termination.

10. Can we talk about employment matters in executive session?

The Open Meetings Act requires that meetings of governing bodies be held at properly posted locations where the public can attend.²¹ The Act does provide some exceptions to this rule, allowing the governing body to go into executive session to discuss certain sensitive or confidential matters. The city can meet to discuss individual employees in executive session if some requirements are met.²² The discussion must be about an individual employee's appointment, employment, evaluation, reassignment, duties, discipline, or dismissal, or to hear a complaint or charge against the employee. However, the city cannot meet in closed session to discuss an individual employee if that employee requests that the governing body discuss them in open session. The city cannot discuss an entire department or giving salary increases to multiple or all employees in closed session since the discussion would not be about an individual employee.

²⁰ *Newcomb v. Brennan*, 558 F.2d 825, cert. denied, 434 U.S. 968 (1977).

²¹ TEX. GOV'T CODE §§ 551.001-.146.

²² *Id.* § 551.074.

CHAPTER 2--Hiring

Who hires city employees?

In general law cities, the city council usually has final hiring and firing authority. Some general law cities have city managers or other employees who may be delegated the hiring or firing authority, but the city council usually has the final say. In a type A city, the authority to appoint and hire officers and employees is given to the governing body of the city, the city council.²³ If the city has adopted the Chapter 25 city manager form of government through an election then who has final hiring and firing authority may not always be the city council.²⁴ In home rule cities, hiring and firing authority is determined by the charter.

Some positions are appointed under other statutes, but the governing body still makes the hiring and appointing decisions. Economic development directors are appointed by the governing body, the city council.²⁵ The city council also determines whether to have the municipal judge appointed or elected.²⁶

Do I have to post notice of a city job opening?

Generally, there is no law that requires a city to post or advertise a job opening. Nevertheless, the best way to prevent having an Equal Employment Opportunity Commission (EEOC) discrimination complaint or lawsuit filed against an employer is to advertise a job opening and then ensure that the city hires the applicant that is best qualified for the position. Federal, state, and sometimes, local laws prohibit hiring practices that discriminate on the grounds of age, disability, race, color, religion, sex, pregnancy, citizenship, military service and national origin. A city's hiring practice of merely advertising an opening to a certain geographic area, or merely by word of mouth, for example, may be used as evidence of discriminatory intent if a claim is filed against the city. To avoid a discrimination claim, an employer should advertise a job opening so that it reaches a large cross-section of the population. Advertising in a general circulation newspaper and on the internet are good examples of places to post a job opening. Posting jobs internally that are promotional opportunities for current employees is usually a good idea and accepted as proper as long as it is pursuant to a consistent policy of doing so. If a city does not have a hiring policy, including a policy regarding the advertisement of a job opening, the city should seriously consider adopting one. Before advertising a job vacancy, an employer should ensure it contains a written job description that provides objective qualifications and responsibilities necessary to perform the job. The description should be devoid of any reference to sex, race, national origin, or any other protected class. In addition, a job description should include the essential functions of the position

²³ TEX. LOC. GOV'T CODE § 22.071.

²⁴ *Id.* § 25.029.

²⁵ *Id.* § 504.051.

²⁶ *Id.* § 29.004.

and other requirements, such as education, skills, and work experience. Once a job description is in place, it should be used as a template for the job advertisement.

By taking the time to adopt a hiring policy and to advertise a job opening to a wide range of people, an employer increases its chance of hiring the best qualified person for the job. In addition, an employer may avoid a discrimination claim or lawsuit.

What is discrimination in hiring?

Federal, state, and sometimes local laws prohibit hiring practices that discriminate on the grounds of age, disability, race, color, religion, sex, pregnancy, citizenship, union activity, military service and national origin.²⁷ State and federal enforcement agencies, such as the Texas Workforce Commission's Civil Rights Division and the Equal Employment Opportunity Commission, respectively, look at whether or not an employer's recruitment is wide enough to attract a diverse candidate group.

Should the city adopt a hiring policy?

It is up to the city, but a hiring policy that states that hiring is nondiscriminatory and that requires posting of jobs, either externally or internally, may keep a city from being sued or liable for hiring discrimination.

Can a city drug test an individual before hiring him or her?

Besides employees who perform safety or security sensitive functions as described above in the drug testing section, individuals who may be tested for drugs include an applicant for employment, after the job offer is made but before the applicant takes the position, and/or if some safety or security concern is present.²⁸

A city should adopt a written policy and consult with its city attorney before drug testing any of its employees or adopting a drug policy.

What can a city ask about prior criminal activity on a job application or in an interview?

At most, a city may ask about convictions, but not arrests.²⁹ If a city believes a felony conviction could impact job performance, the city should not ask only about convictions, but should ask about convictions and guilty or no contest pleas to get a more complete picture. Here is a sample question about criminal history from the Texas Workforce Commission's Web site: "During the past (fill in the number) years, have you ever been

²⁷ See other sections including the Americans with Disabilities Act, Employment Discrimination, the Age Discrimination in Employment Act, and USERRA.

²⁸ 42 U.S.C.A. § 12114; *Nat'l Treas. Emps. Union v. Von Raab*, 489 U.S. 656 (1989) (pre-employment; post-offer testing); *Krieg v. Seybold*, 481 F.3d 512 (7th Cir. 2007) (commercial drivers license); *Nat'l Treasury Emps. Union v. Yeutter*, 918 F.2d 968 (D.C. Cir. 1990).

²⁹ *Pouncy v. Prudential Ins. Co. of America*, 668 F.2d 795, 800 (5th Cir. 1982).

convicted of, or have you pled guilty or no contest to, a felony offense? If yes, please explain in the space below. (Answering “yes” to this question will not automatically bar you from employment unless applicable law requires such action.)” The city should ensure that any information used to make a hiring decision is related to the job and the job description.

Resources

Texas Workforce Commission Handbook:

<http://www.twc.state.tx.us/news/efte/tocmain2.html>

CHAPTER 3--Fair Labor Standards Act

What is the Fair Labor Standards Act?

The Fair Labor Standards Act (FLSA) generally provides for minimum wage for employees and that a covered, nonexempt employee must be compensated at a rate of one-and-one-half times his or her regular hourly rate of pay for all hours worked over 40 in a standard seven-day work period.³⁰ It also provides for exemptions to this general rule.

However, not all employees of a city are affected by the FLSA. Certain employees are not covered by the Act, and some are covered but exempted by a specific provision of the Act. Employees that are not covered by the Act include elected officials and their personal staffs, legal advisors, and bona fide volunteers.³¹ These exemptions will be discussed below.

Is my city required to comply with the FLSA?

Yes. Section 203(s)(1)(C) provides that the FLSA covers all public employees of a state, a political subdivision, or an interstate government agency.³²

What is the minimum wage?

The current minimum wage is \$7.25 an hour.³³

Which employees are required to be paid overtime?

All employers must pay overtime to all “nonexempt” employees if they work more than 40 hours in a seven-day work period. However, some employees are “exempt” and do not have to be paid overtime if they work over 40 hours a week. The exemptions are based on a salary test and the definitions of executive, professional, and administrative employees. An “exempt” employee is not required to be paid overtime, but is paid his salary regardless of the number of hours the employee works.

How can the city differentiate between exempt and nonexempt employees?

Most employees are “nonexempt” and must be paid overtime if they work more than 40 hours in a seven-day work week. The “standard” salary test provides that any employee who earns less than \$455 a week (\$23,660 a year) is automatically entitled to overtime pay, regardless of the employee’s position. On the other hand, an employee who earns

³⁰ 29 U.S.C. § 201, *et seq.*

³¹ *Id.* § 203(e).

³² *Id.* § 203.

³³ *Id.* § 206.

more than \$100,000 a year is exempt from overtime compensation, regardless of job classification, under the “highly compensated employee” test.

The three primary exemptions for overtime pay are executive, professional, and administrative.³⁴ For an employee to be considered exempt under the executive employee test, the employee must: (a) have as a primary duty the management of the enterprise or of a recognized department or subdivision; (b) customarily and regularly direct the work of two or more employees; (c) have authority to hire or fire other employees (or the employee’s recommendations as to hiring, firing, promotion, or other change of status of other employees are given particular weight); and (d) be compensated on a salary basis at a rate not less than \$455 a week.³⁵

To qualify under the professional employee exemption, an employee must have as a primary duty the performance of office or non-manual work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction, but which also may be acquired by alternative means such as an equivalent combination of intellectual instruction and work experience.³⁶ The employee must also be compensated on a salary basis at a rate not less than \$455 a week.

Finally, an employee is exempt under the administrative employee test if the employee: (a) is responsible for the performance of office or nonmanual work directly related to the management or general business operations of the employer or the employer’s customers; (b) exercises discretion and independent judgment with respect to matters of significance within the organization; and (c) is compensated on a salary or fee basis at a rate no less than \$455 a week.³⁷

Whether an employee is exempt is a fact question based on job duties. The city should consult with its city attorney and human resources professional to determine which city employees are exempt from overtime.

How is overtime calculated?

If overtime is paid, it must be not less than one-and-one-half times the regular rate of pay.³⁸ The regular rate of pay is the hourly pay of the employee, which must be greater than \$7.25 an hour, plus any other bonuses or pay the employee receives.³⁹

³⁴ *Id.* § 213(a)(1).

³⁵ *Id.* § 213; 29 C.F.R. § 541.100

³⁶ 29 U.S.C. § 213; 29 C.F.R. § 541.300.

³⁷ 29 U.S.C. § 213; 29 C.F.R. § 541.200.

³⁸ 29 U.S.C. § 207(a).

³⁹ *Id.* § 207(e).

Do we have to pay overtime if an employee works more than eight hours in a day?

No. Overtime is based on the number of hours worked in a seven-day workweek, not on the amount of hours worked in a single day.

Do we have to pay overtime or double time if an employee works on a state or federal holiday?

No. Employees must only be paid overtime, one-and-one-half times the regular rate of pay, if the employee is nonexempt and works more than 40 hours in a seven-day workweek. It is generally up to the city to decide whether to pay additional amounts if an employee works on a holiday.

Does the city have to give employees a certain amount of sick, vacation, or other paid time off?

No. Generally the city decides when and how much sick, vacation, and other paid leave to give. However, federal and state laws such as the Family Medical Leave Act, the Americans with Disabilities Act, and laws dealing with the military may require some unpaid time off. At least two state laws also have some time off requirements. Section 431.005 of the Government Code states that an employee who is a member of the state military forces or the armed forces is entitled to a paid leave of absence of up to 15 working days for authorized training or duty.⁴⁰ Finally, police and fire employees must be given the same number of days off as other city employees.⁴¹ Also, fire employees must also have September 11th listed as one of their holidays.⁴²

What is the difference between a part-time and a full-time employee?

State and federal law generally do not determine what is a full-time or part-time employee, the city's own policy does. Federal law is implicated only if a nonexempt employee works over 40 hours in one week, at which time they must be paid overtime. Many times benefits can be affected by an employee's full-time or part-time status. If the city wonders at which point it must provide benefits, such as health benefits or retirement benefits to its employees, the city should review its personnel policies and contact its benefits providers to see what their requirements are. The Texas Municipal Retirement System can be reached at <http://www.tmr.org/>. The Texas Intergovernmental Employee Benefits Pool can be reached at <http://www.tmliebp.org/>.

Can we pay our employees in compensatory time instead of overtime?

Yes. City employees can be paid in compensatory time (paid time off) instead of overtime. Compensatory time is paid time off, and a nonexempt employee earns one-and-one-half hour of compensatory time for every hour of work over 40 hours in a seven-

⁴⁰ TEX. GOV'T CODE § 431.005.

⁴¹ TEX. LOC. GOV'T CODE § 142.0013.

⁴² *Id.*

day work period. However, compensatory time may only be given to employees if the employees agree before beginning work to accept compensatory time off in lieu of overtime through individual agreements or through a collective bargaining agreement.⁴³

When does the city have to pay compensatory time?

The city must allow an employee to use compensatory time off if the employee requests it and the use of the time does not “unduly disrupt” the city’s work.⁴⁴ The city also must pay the employee his compensatory time off hours when he leaves employment with the city, regardless of whether he is terminated or quits.⁴⁵

How many hours of compensatory time can an individual earn?

An employee who is not engaged in public safety activities can only accrue 240 hours of compensatory time off (160 hours of overtime). If an employee works more than these hours they must be paid overtime wages.⁴⁶

Do we have to pay employees for the time they spend waiting “on call”?

This question is a fact-based question and depends on what the employee is required to do during on call time. Issues that weigh towards the requirement of paying on call time include: (1) being required to stay at or near the job site; (2) short response times; (3) limitations on the types of activities that individuals can participate in while on call (for example a prohibition on drinking alcohol); (4) a high number of call ins during on call time; and (5) requiring that the employees respond to a high percentage of calls (for example if only one or two individuals must respond to a high number of calls). Issues that would make paying for on call time voluntary would be: (1) freedom of movement of the employees; (2) longer response times (30 minutes or more is a good limit); (3) no limitations on the activities of those on call; (4) low number of call ins; or (5) allowing individuals who are on call to respond to a limited number or low percentage of call ins. Of course, any time an employee is called in or otherwise works he must be paid for any time actually worked.

Is a city required to provide an employee with a meal break or rest period, and does the city have to compensate an employee who takes such a break?

A city is not required to provide an employee with a meal period or rest period. However, if a city allows an employee to take such a break, whether the break would be compensable depends on the duration of the break and whether the employee worked during the break. A city is not required to compensate an employee for a meal break if the following requirements are met: (1) the employee is completely relieved from performing any job duty; (2) the employee is free to leave the worksite; and (3) the meal

⁴³ 29 U.S.C. § 207(o); 29 C.F.R. § 553.23.

⁴⁴ 29 U.S.C. § 207(o)(5).

⁴⁵ *Id.* § 207(o)(4).

⁴⁶ *Id.* § 207(o)(3).

break is at least thirty minutes long.⁴⁷ Rest breaks, including coffee breaks or smoking breaks, that are between five and ten minutes long are compensable.⁴⁸

Can a city deduct from an employee's salary or require an employee to reimburse the city for damage to or loss of city equipment, such as a laptop computer or cellular phone?

It depends on whether an employee is exempt or non-exempt under the Fair Labor Standards Act (FLSA). Section 13(a)(1) of the FLSA provides a complete exemption from minimum wage and overtime for an employee who meets the duties test (administrative, executive, or professional), is paid at a rate of at least \$455 per week, and is compensated on a "salary basis."⁴⁹ For an employee to be considered paid on a "salary basis," the employee must be paid "a predetermined amount...not subject to reduction because of variations in the quality or quantity of the work performed."⁵⁰ Subject to limited exceptions, the FLSA requires an exempt employee to receive the full salary for any week in which the employee performs any work, regardless of quantity or quality of work.⁵¹ Making deductions from the salary of an exempt employee's pay for any reason, other than for what is provided for under the regulations, would result in a violation of the "salary basis" rule and a loss of the employee's exempt status.⁵²

Recently, the Department of Labor (DOL) held that a deduction from the salary of an exempt employee for the loss, damage, or destruction of the employer's property is an impermissible deduction, and would destroy the employee's exempt status because the employee's salary would not be "guaranteed" or paid "free and clear."⁵³ This holds true even if an employer and an employee have entered into an agreement that the employer will deduct for any damages, or that the employee will receive the full salary and the employer will seek a reimbursement.⁵⁴ With regard to nonexempt employees, the DOL opined that a policy allowing an employer to deduct from the salary of a nonexempt employee for damages would be valid as long as the employee's pay does not go below the minimum wage.⁵⁵

Is a city council authorized to give an employee a bonus?

Cities are prohibited from granting extra compensation to an employee after her services have been rendered.⁵⁶ However, a city is authorized to correct improper payments. For example, if an employee who is classified as nonexempt under the Fair Labor Standards

⁴⁷ See *Bernard v. IBP, Inc.*, 154 F.3d 259, 265 (5th Cir. 1998); 29 C.F.R. § 785.19.

⁴⁸ 29 C.F.R. § 785.15.

⁴⁹ 29 U.S.C. § 213(a)(1); 29 C.F.R. § 541.600(a).

⁵⁰ 29 C.F.R. § 541.602(a).

⁵¹ *Id.*

⁵² 29 C.F.R. §§ 541.602; 541.710.

⁵³ Dep't Labor Op. FLSA2006-7 (2006).

⁵⁴ *Id.*

⁵⁵ *Id.*

⁵⁶ TEX. CONST. art. III, § 53; *Fausett v. King*, 470 S.W.2d 770, 774 (Tex. Civ. App.—El Paso 1971, no writ).

Act (overtime) was not properly compensated for his or her overtime work, back pay may be proper to remedy that situation. However, if a city gives longevity pay or some other pay that is included in the budget and is offered to the employee before the work is performed, such extra pay may be permissible. Please consult with local legal counsel regarding specific cases.

Resources

Department of Labor:

<http://www.dol.gov/compliance/laws/comp-flsa.htm>

FLSA Fact Sheets:

<http://www.dol.gov/whd/fact-sheets-index.htm>

FLSA Statute:

<http://www.dol.gov/whd/regs/statutes/FairLaborStandAct.pdf>

FLSA Regulations:

http://www.dol.gov/dol/allcfr/ESA/Title_29/Chapter_V.htm

FLSA Poster:

<http://www.dol.gov/whd/regs/compliance/posters/flsa.htm>

CHAPTER 4--FLSA for Public Safety

Are there special FLSA rules that apply to police officers and fire fighters?

Yes. The Fair Labor Standards Act (FLSA) provides partial and total exemptions from overtime for peace officers and fire fighters in some cities. A partial exemption can be found in section 207(k) of the FLSA which provides that employees engaged in fire protection or law enforcement may be paid overtime on a “work period” basis.⁵⁷ The employer is responsible for setting the “work period.” A “work period” may be from seven consecutive days to 28 consecutive days in length. For example, fire protection personnel are due overtime under such a plan after 212 hours worked during a 28-day period (53 hours in a seven-day work period), while law enforcement personnel must receive overtime after 171 hours worked during a 28-day period (43 hours in a seven-day work period).⁵⁸

Can a city ever have a total exemption from overtime for fire and police personnel?

Yes. The FLSA provides an overtime exemption for law enforcement or fire protection employees of a police or fire department that employs less than five employees in law enforcement or fire protection activities.⁵⁹

Which fire and police employees are counted towards the five employees used to calculate the exemption?

All personnel involved in law enforcement or fire suppression activities are counted towards the five employees regardless of part-time or full-time status.⁶⁰ The law enforcement agency and fire suppression employees are treated separately. A city could have less than five employees in law enforcement and claim the exemption even if the city had five or more employees in fire suppression and could not claim the exemption for the fire suppression employees.

Also, an employee who is assigned to the fire department or police department and who performs support services, such as a dispatcher, alarm operator, clerk, or mechanic, does not count towards the five-employee threshold. Likewise, because volunteers are not considered employees, they do not count towards the minimum employee threshold.⁶¹ However, a higher paid exempt officer who engages in fire protection or law enforcement activities, such as a fire or police chief, is counted for purposes of determining whether the complete overtime exemption applies.⁶²

⁵⁷ 29 U.S.C. § 207(k).

⁵⁸ *Id.*; 29 C.F.R. § 553.201.

⁵⁹ 29 U.S.C. § 213(b)(20); 29 C.F.R. § 553.200.

⁶⁰ 29 C.F.R. § 553.200.

⁶¹ *Cleveland v. City of Elmendorf*, 388 F.3d 522 (5th Cir. 2004).

⁶² 29 C.F.R. § 553.216.

How does the 207(k) exemption work?

This exemption, commonly referred to as the “7(k)” exemption, allows a city to establish a work period of 7 to 28 consecutive days for determining when overtime pay is due to employees engaged in fire protection or law enforcement activities.⁶³ This exemption allows qualifying employees to work longer periods of time before they are entitled to overtime. For example, employees engaged in fire protection activities must be paid overtime for hours worked beyond 212 during a 28-day work period (53 in a 7-day work period), while law enforcement employees must be paid overtime for hours worked beyond 171 during a 28-day work period (43 in a 7-day work period).⁶⁴ To avail itself of the 7(k) exemption, a city must establish a work period.⁶⁵ A work period does not have to coincide with the pay period. For example, a city can establish a work period of 28 days with an employee receiving pay every 2 weeks.

Which law enforcement and fire protection employees can be covered by the 7(k) exemption?

Only certain law enforcement or fire protection employees are covered by the 7(k) exemption. If an employee does not qualify as an employee engaged in fire protection activities or law enforcement activities, the employee must be compensated under the general overtime rule. The U.S. Department of Labor (DOL) regulations define an employee engaged in law enforcement activities as an employee:

(1) who is a uniformed or plainclothed member of a body of officers and subordinates who are empowered by State statute or local ordinance to enforce laws designed to maintain public peace and order and to protect both life and property from accidental or willful injury, and to prevent and detect crimes; (2) who has the power to arrest; and (3) who is presently undergoing or has undergone or will undergo on-the-job training and/or a course of instruction and study which typically includes physical training, self-defense, firearm proficiency, criminal and civil law principles, investigative and law enforcement techniques, community relations, medical aid and ethics.⁶⁶

Are there any employees who engage in law enforcement activities that are not covered by the 7(k) exemption?

The DOL regulations specifically provide that a building or health inspector, an animal control personnel, and sanitarians, among others, would normally not meet the definition of an employee engaged in law enforcement activities.⁶⁷ Additionally, employees who may be members of a fire or police department and who perform support activities, such

⁶³ 29 U.S.C. § 207(k).

⁶⁴ 29 C.F.R. § 553.201.

⁶⁵ *Id.*

⁶⁶ *Id.* § 553.211(a).

⁶⁷ *Id.* § 553.211(e).

as dispatchers, radio operators, repair workers, clerks, or janitors do not qualify for the 7(k) exemption.⁶⁸

Does fire activities include employees who are paramedics and fire fighters?

Under section 203(y) of the FLSA, an “employee in fire protection activities” means: an employee, including a firefighter, paramedic, emergency medical technician, rescue worker, ambulance personnel, or hazardous materials worker, who— (1) is trained in fire suppression, has the legal authority and responsibility to engage in fire suppression, and is employed by a fire department of a municipality, county, fire district, or state; and (2) is engaged in the prevention, control, and extinguishment of fires or response to emergency situations where life, property, or the environment is at risk.⁶⁹

Cities that utilize employees who perform dual-functions as firefighters and paramedics should be aware of a fairly recent Fifth Circuit opinion, which invalidated a DOL regulation (29 C.F.R. §553.212) and held that firefighters and certain dual-function paramedics can qualify for the 7(k) exemption even if they spend more than twenty percent of their time performing non-fire suppression activities, such as dispatching.⁷⁰

Does the 7(k) exemption apply to volunteer fire departments?

While the 7(k) exemption is limited to public agencies and does not apply to private entities, the Fifth Circuit has held that a volunteer fire department that provided traditional fire fighting and fire protection services, was funded almost exclusively by taxes, was accountable to the county, and for which the county had ultimate authority over its actions, was a public agency for purposes of the 7(k) exemption.⁷¹

Can a state law or ordinance give more overtime benefits than the FLSA requires?

The FLSA does not preempt a state law or municipal ordinance that provides more benefits than the FLSA requires.⁷² As such, a city that has a population of more than 10,000 may in some instances not utilize the 7(k) exemption for its nonexempt police officers and certain non-exempt employees of the fire department. Under Texas law, a city with a population of more than 10,000 may not require its police officers to work more hours during a calendar week than the number of hours in the normal work week of the majority of the employees of the city, other than police officers or fire fighters.⁷³ As such, if a majority of nonpublic safety employees in a city work 40 hours, a police officer would be entitled to overtime pay when the officer works more than 40 hours. However, a city may require a police officer to work more hours than permitted in the event of an

⁶⁸ *Id.* § 553.211(g).

⁶⁹ 29 U.S.C. §203(y).

⁷⁰ *McGavock v. City of Water Valley, Mississippi*, 452 F.3d 423 (5th Cir. 2006).

⁷¹ *Wilcox v. Terrytown Fifth Dist. Volunteer Fire Dep’t. Inc.*, 897 F.2d 765 (5th Cir. 1990).

⁷² 29 U.S.C. § 218.

⁷³ TEX. LOCAL GOV’T CODE §142.0015(f).

emergency.⁷⁴ In addition, if a majority of police officers working for the city sign a written waiver of their rights, the city may adopt a work schedule requiring police officers to work more hours than permitted.⁷⁵ In this case, an officer is entitled to overtime pay if the officer works more hours during a calendar month than the number of hours in the normal work month of the majority of the employees of the city other than fire fighters or police officers.⁷⁶ A police officer or fire fighter can also work extra hours when exchanging hours with another fire fighter or police officer.⁷⁷

In addition, certain nonexempt employees of the fire department who do not fight fires or provide emergency medical services (e.g., a mechanic, a clerk, an investigator, an inspector, a fire marshal, a fire alarm dispatcher, and a maintenance worker) are considered to have worked overtime if they work more hours in a week than the number of hours in a week that the majority of the city employees other than firefighters, emergency medical service personnel or police officers work.⁷⁸ A city can still use the 7(k) exemption for non-exempt firefighters or members of a fire department who provide emergency medical services.⁷⁹

Is a police chief considered exempt under the executive or administrative test?

If the duties and salary of a police chief, ranking police officer, or detective would meet the “standard” or “highly compensated employee” tests for executive or administrative employees, then he or she could be considered exempt. The police chief is almost certain to qualify for one or the other exemption. Other ranking police officers and detectives may be exempt, depending on their job duties and responsibilities, and how closely they are supervised.⁸⁰

Do we have to pay our police and fire fighters a minimum amount?

If your city has a population of 10,000 or more then there are minimum amounts that must be paid to fire fighters and police officers. These minimums can be found in Local Government Code Section 141.031. Also, in cities over 10,000, police officers and fire fighters must receive a certain amount of longevity pay based on their years of service.⁸¹

Resources

Department of Labor:

<http://www.dol.gov/whd/regs/compliance/whdfs8.pdf>

⁷⁴ *Id.* § 142.0015(g).

⁷⁵ *Id.* § 142.0015(j).

⁷⁶ *Id.*

⁷⁷ *Id.* § 142.001(d).

⁷⁸ *Id.* § 142.0015(c).

⁷⁹ *Id.* § 142.0015(b).

⁸⁰ 29 U.S.C. § 213.

⁸¹ TEX. LOC. GOV'T CODE § 141.032.

CHAPTER 5--Family and Medical Leave Act

What is the Family and Medical Leave Act?

The Family and Medical Leave Act (FMLA) is a federal law that went into effect in 1993.⁸² Under the FMLA, eligible employees are entitled to 12 weeks or 26 weeks of unpaid leave for certain qualifying events. On January 16, 2009, new FMLA regulations went into effect that clarify leave provisions and add new leave options for military personnel and their families.

Is my city covered by the FMLA?

All cities as public entities are covered by the FMLA, regardless of the city's size.⁸³

Which employees are eligible for leave under the FMLA?

Not all city employees are eligible for FMLA leave. To be eligible for leave, an employee must: (1) have been employed by the city for at least 12 months, which do not have to be consecutive; (2) have worked for at least 1,250 hours in the 12-month period immediately preceding the date the FMLA leave begins; and (3) be employed by a city that has at least 50 employees at the site where the employee works or within 75 miles of that work site.⁸⁴

What is a city required to do if it is covered by the FMLA but does not have any employees who are eligible for FMLA leave?

All cities are covered by the FMLA, but many do not have sufficient number of employees to be required to comply with FMLA leave requirements. A city in that position must post FMLA posters, but may decide for itself what kind of leave options to offer to its employees. These and other employment posters are available in a document titled "Employment Law Posters" on the legal page of the Texas Municipal League Web site.

What types of events qualify for leave under the FMLA?

Not all medical and family situations qualify for FMLA leave. An employee can take FMLA leave for the following reasons: (1) to care for a newborn child; (2) to have a child placed with the employee for adoption or foster care; (3) to care for the employee's spouse, child, or parent with a serious health condition; and (4) for a serious health condition that prevents the employee from performing his job. Under the 2009 rules, two new events will qualify for leave under the FMLA: (1) any "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty; and (2) caring for a covered service member with a serious injury

⁸² 29 U.S.C. § 2601-2654.

⁸³ 29 C.F.R. § 825.104.

⁸⁴ *Id.* § 825.110.

or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.⁸⁵

What benefits do eligible employees enjoy under the FMLA for qualifying events?

An eligible employee is entitled to a total of 12 workweeks of leave during any 12-month period for: (1) the birth and care of a newborn child; (2) the placement of a child with the employee for adoption or foster care; (3) care of a family member with a serious health condition; (4) the employee's own serious health condition that makes the employee unable to perform the functions of his or her job; or (5) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty).⁸⁶ An eligible employee is entitled to a total of 26 workweeks of leave during any single 12-month period to care for a covered service member with a serious injury or illness.⁸⁷ A city is also required to maintain the employee's health benefits as if the employee were continuously employed during the leave period.⁸⁸

Eligible employees do not have to take the entire leave at once. An employee may take leave under the FMLA intermittently or on a reduced leave schedule for a serious health condition of the employee or the employee's family member, or for a qualifying exigency.⁸⁹

What intermittent leave benefits does an employee receive under the FMLA?

Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a schedule that reduces an employee's usual number of working hours per workweek, or hours per workday.⁹⁰ Intermittent leave is only required to be given by an employer if: (1) medically necessary due to the serious health condition of a covered family member or the employee; (2) medically necessary due to the serious injury or illness of a covered service member; or (3) necessary because of a qualifying exigency. While an employee generally must receive permission from the employer to take intermittent leave for the birth of a child, an employee with a pregnancy-related illness may take leave intermittently for a serious health condition.⁹¹

What happens when an employee returns from FMLA leave?

Generally, a city is required to restore an eligible employee to the same position the employee held when the employee began FMLA leave, or to an equivalent position with equivalent benefits and pay.⁹² If the city determines that restoration of a key employee

⁸⁵ 29 C.F.R. § 825.112(a).

⁸⁶ *Id.* § 825.100.

⁸⁷ *Id.*

⁸⁸ *Id.* § 825.209.

⁸⁹ *Id.* § 825.203.

⁹⁰ *Id.*

⁹¹ *Id.*

⁹² *Id.* § 825.214.

would cause substantial and grievous economic injury to the city, the city may notify the key employee that he will not be restored at the end of the leave.⁹³ A “key employee” is any exempt employee who is among the highest paid ten percent of all employees within 75 miles of the employee’s worksite.⁹⁴

Am I required to pay an employee who is on leave under the FMLA?

Generally, leave under the FMLA is unpaid. However, a city may require an employee to substitute accrued paid leave (vacation or sick leave) for FMLA leave.⁹⁵ If an employee requests and is permitted to use accrued compensatory time to receive pay for time taken off for an FMLA reason, or if the employer requires such use pursuant to the Fair Labor Standards Act, the time taken may be counted against the employee’s FMLA leave entitlement.⁹⁶ A city should have a written policy regarding how such leave and use of compensatory time off will be treated.

What notice requirements must a city provide to employees under the FMLA?

Every city is required to post a notice that explains the provisions of the FMLA and provides information concerning the procedures for filing complaints of violation of the FMLA, regardless of whether it has any eligible employees or not.⁹⁷ The notice must be posted in a conspicuous place where it can be readily seen by employees and applicants for employment. When a city’s workforce is comprised of a significant portion of employees who are not literate in English, the city must provide the notice in a language in which the employees are literate.⁹⁸

If a city has eligible employees, information concerning FMLA entitlements and employee obligations under the FMLA must be included in the city’s employee handbook or personnel policies.⁹⁹ If the city has neither, the city must provide the employee with written guidance on employees’ rights and obligations under the FMLA when the employee is hired.

Resources

Department of Labor:

<http://www.dol.gov/whd/fmla/index.htm>

FMLA statutes:

<http://www.dol.gov/whd/regs/statutes/fmla.htm>

⁹³ 29 C.F.R. §§ 825.217-219.

⁹⁴ *Id.* § 825.217.

⁹⁵ *Id.* § 825.207.

⁹⁶ *Id.* § 825.207(f).

⁹⁷ *Id.* § 825.300.

⁹⁸ *Id.*

⁹⁹ *Id.*

FMLA rules:

<http://www.dol.gov/federalregister/HtmlDisplay.aspx?DocId=21763&Month=11&Year=2008>

FMLA Posters:

<http://www.dol.gov/whd/fmla/finalrule/FMLAPoster.pdf>

<http://www.dol.gov/whd/regs/compliance/posters/fmlaspan.htm>

FMLA Notice of Eligibility for Employees:

<http://www.dol.gov/whd/fmla/finalrule/WH381.pdf>

CHAPTER 6--COBRA

What is the Consolidated Omnibus Budget Reconciliation Act?

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a health benefit program enacted by the federal government in 1986.¹⁰⁰ COBRA allows an employee to continue to receive employer-provided health benefits at the expense of the employee after the employee becomes ineligible for coverage under the employer's personnel policies.

Do cities have to participate?

COBRA covers all group health plans maintained by government entities, including cities, if the city employs twenty or more employees.¹⁰¹ If a city provides health coverage to its employees, then the city must follow COBRA and allow an employee to continue coverage under its plan if the employee elects to do so. Eligible health coverage includes group health plans that are medical care and may include: hospital care, physician care, surgery, prescription drugs, and dental and vision care. A city that does not already offer health care coverage to its employees or their dependents does not have to participate.

When would an employee be offered continued health benefits under COBRA?

Coverage must be offered to "qualified beneficiaries." A qualified beneficiary is an individual who was covered by the city's group health plan the day before a "qualifying event" occurred and who is either an employee, a spouse of an employee, a former spouse of an employee, or an employee's dependent child.

What is a qualifying event?

A "qualifying event" is an event that causes an individual to lose group health coverage. A qualifying event could include the death of a covered employee, termination of an employee for any reason other than "gross misconduct," reduction in the hours of a covered employee's employment with the city, divorce or legal separation of a covered employee and spouse, or a child's loss of dependent status.¹⁰²

If a qualifying event occurs, what does the city have to do?

If a city provides group health coverage, and an individual has certain qualifying events that may entitle the individual to continuation of health coverage under COBRA, the city must inform its health benefit plan administrator of the qualifying event. Some cities administer their own COBRA continuation coverage, while others have their health

¹⁰⁰ 29 U.S.C. § 1161 *et seq*; 42 U.S.C. § 300bb-1 *et seq*.

¹⁰¹ 42 U.S.C. § 300bb-1 *et seq*.

¹⁰² 42 U.S.C. § 300bb-3.

benefit provider administer their COBRA coverage. If a city administers its own COBRA coverage, the city would generally inform its benefits plan of the qualifying event, and then administer the coverage under federal law. If a city has its health benefits plan administer its COBRA coverage, the health plan is informed of the qualifying event by the city.

After certain types of qualifying events, such as termination of the employee, reduction in hours of the employee, or the death of an employee, a city has thirty days to give notice to the administrator. However, for other qualifying events, such as divorce, legal separation, or a child's loss of dependent status under the plan, the employee is the one responsible for informing the COBRA benefits administrator.

If the city receives notice of an employee's qualifying event, it should work with the employee to give notice to the appropriate administrator, even if notice of the qualifying event triggering the coverage would ordinarily be the employee's responsibility. After the COBRA benefits plan administrator has notice of the event, the administrator is responsible for providing an election notice and other documentation to the employee in question. The administrator can also deny coverage for certain reasons, but must give notice to the employee in question. If the city has questions regarding who administers its COBRA coverage, it should contact its health benefits plan and its city attorney.¹⁰³

Does the city still have to offer COBRA coverage if an employee is terminated for cause?

An employee and his dependents will generally be eligible for continuation of health coverage under COBRA even if the employee is fired for cause. However, an employee who is fired for "gross misconduct" would not be eligible for COBRA coverage or the COBRA subsidy described below. Unfortunately, the term "gross misconduct" is not specifically defined in COBRA or in regulations that implement COBRA. Therefore, whether a fired employee has engaged in gross misconduct will depend on the specific facts and circumstances. Generally, it can be assumed that being fired for most ordinary reasons, such as excessive absences or generally poor performance, does not amount to "gross misconduct." But "gross misconduct" may include illegal activities such as stealing, embezzling, or other mishandling of employer funds or property; violence and threats of violence that are related to the workplace; or drunk driving on the job.¹⁰⁴ If the employee is fired for "gross misconduct," the city would not be required to provide the employee and the employee's dependents continuation coverage under COBRA. The "gross misconduct" exception to COBRA continuation coverage would not apply to the situation where the employee is allowed to resign rather than be fired.¹⁰⁵

¹⁰³ 42 U.S.C. § 300bb-6.

¹⁰⁴ See, e.g., *Collins v. Aggreko, Inc.*, 884 F. Supp. 450 (D. Utah 1995); *Burke v. Am. Stores Empl. Benefit Plan*, 818 F. Supp. 1131, 1136 (N.D. Ill. 1993).

¹⁰⁵ 42 U.S.C. § 300bb-3.

Does a city have to give an employee COBRA coverage if the employee quits?

Quitting, retiring, being fired, or being laid off all count as qualifying events for COBRA continuation coverage.¹⁰⁶

Does a city have to give an employee COBRA coverage if the employee chooses to go part-time or has reduced hours due to an injury or disability?

An employee whose hours are reduced and would lose his health coverage under the city's plan, whether because the employee chooses to go part time or the city requires it, would be eligible for COBRA continuation coverage. This includes the situation where the employee is absent from work due to disability, a temporary layoff, extended leave, or for any other reason besides Family Medical Leave Act (FMLA) leave.

How is health insurance coverage handled if the employee is on FMLA leave and becomes ineligible for health coverage under a city's plan?

Usually, a qualifying event occurs if an employee's absence from work would cause her and her family to lose coverage under the city's group health plan. That rule does not apply, however, when employees take leave that is protected under the FMLA. If an employee is eligible for FMLA leave and takes the leave, the city is required to maintain the employee's health insurance under the same conditions as before the leave (including any arrangement regarding payment of premiums).¹⁰⁷ This means that the city must continue to pay whatever amount of premium it paid before the individual went on leave and the individual must pay whatever amount he was required to pay before he went on FMLA leave. However, if an employee stays on leave past the twelve weeks of leave mandated by the FMLA for certain cities (generally those with more than 50 full-time employees), the extended absence would likely be a qualifying event that would require continuation coverage under COBRA.

Who pays for the coverage?

Who pays for the coverage depends on when the individual became eligible for continuation coverage and why the individual became eligible. In most cases, the city can choose to pay for part or all of the COBRA continuation coverage, or can require the individual to pay for the coverage. The maximum amount charged to these individuals cannot exceed 102 percent of the cost to the plan for coverage of similarly-situated individuals who are still eligible for coverage. The additional two percent can be charged as administrative costs. The individual can pay the premium on a monthly basis if they desire, and will either reimburse the city or pay the health benefits plan (depending on how the city decides to administer COBRA continuation coverage).¹⁰⁸ Also, whomever

¹⁰⁶ 42 U.S.C. § 300bb-3.

¹⁰⁷ 29 C.F.R. § 825.209.

¹⁰⁸ 42 U.S.C. § 300bb-2.

is administering the COBRA continuation coverage must give the individual at least 45 days after the individual elects to have the coverage to pay the first premium payment. But the plan can terminate coverage if the individual does not pay within the 45 day time frame.

The American Recovery and Reinvestment Act of 2009 added a COBRA subsidy for some COBRA eligible individuals. If the individual becomes eligible for COBRA continuation coverage between September 2008 and May 31, 2010 due to an involuntary termination of employment, the individual will be required to pay only thirty-five percent of the cost of his COBRA coverage if he wishes to participate in the city's health insurance plan (for the first 15 of 18 months for which he is eligible for continuation coverage). Cities are then required to pay the remaining sixty-five percent of the premium, but are entitled to a credit for that payment on their quarterly payroll tax return (Form 941).¹⁰⁹ Also, the act that extended the COBRA premium reduction eligibility period also expanded eligibility to any employee whose reduction of hours causes a loss of health coverage and who then terminated on or after March 2, 2010 through May 31, 2010. This expansion also includes a second election opportunity for these individuals who had a reduction of hours qualifying event followed by an involuntary termination, if they did not elect COBRA continuation coverage when it was first offered or elected but subsequently discontinued COBRA.

For more information on how a city will be reimbursed for the cost of the coverage, see the Internal Revenue Service's Web site at www.irs.gov. For more information on the American Recovery and Reinvestment Act please see www.recovery.gov. An individual can be ineligible or become ineligible for the continuation coverage subsidy if the individual is eligible for other group health coverage (such as through a new employer's plan or a spouse's plan) or if the employee's termination of employment was for gross misconduct. If the qualifying event occurred after March 31, 2010, then this provision does not apply and the city decides how much, if any, to pay.

Does the health coverage offered have to be the same as current employees' coverage?

The continuation coverage must be identical to the coverage that is currently available under the plan to similarly-situated individuals who are covered under the city's group health plan as employees or employees' dependents. Usually this will be the same coverage the individual had immediately before losing coverage with the city. The coverage must offer the same benefits, choices, and services as what current employees and dependents are receiving. However, the individual is also subject to the same rules and limits that would apply to current employees or dependents, such as co-payment requirements, deductibles, and coverage limits. Also, any changes made to the plan that would apply to current employees and their dependents would also apply to any with COBRA continuation coverage.¹¹⁰

¹⁰⁹ <http://www.irs.gov/pub/irs-pdf/f941.pdf>.

¹¹⁰ 42 U.S.C. § 300bb-2.

How long does coverage have to continue?

Coverage lasts for a limited period of either eighteen or thirty-six months. The period for which continuation coverage must be available depends on why the individual lost her coverage in the beginning. However, the city and its health plan may provide longer periods of coverage beyond the maximum period required by law.

If the reason an individual is eligible for COBRA coverage is the end of employment or reduction of employee's hours, the individual and his dependents are eligible for up to eighteen months of coverage. For any other "qualifying event," the individual and the individual's dependents must be offered a maximum of thirty-six months of continuation coverage.

In addition, coverage may be extended if another qualifying event occurs while the individual is already on COBRA continuation coverage.¹¹¹

Are there any state laws that require continuation of health care coverage?

Besides a city's possible personnel policies, contracts, retirement benefits, civil service rules, or collective bargaining agreements, there is also an additional health coverage requirement for survivors of a police officer killed in the line of duty. S.B. 872 in the 2009 legislature requires the city to pay the same amount for a surviving spouse's health insurance as it pays for current employees.¹¹² If a city pays 100% of current employees health insurance, then the city would have to pay 100% for the surviving spouse if she meets the requirements of Chapter 615 of the Government Code. This law also applies to any dependent children under the age of 18 who meet the other criteria of a survivor.

Chapter 175 of the Local Government Code also provides continuation of coverage for retirees in cities over 25,000 in population who are not eligible for group health benefits coverage through another employer. To receive continuation coverage under this chapter the retiree must inform the city of her intent to continue coverage on the day of her retirement or before.¹¹³ Cities over 25,000 must provide written notice to retirees of his right to purchase continued coverage from the city.¹¹⁴

Resources

Department of Labor:

Basic Information: <http://www.dol.gov/dol/topic/health-plans/cobra.htm>
Faqs: http://www.dol.gov/ebsa/faqs/faq_consumer_cobra.HTML
Sample Notices: <http://www.dol.gov/ebsa/cobramodelnotice.html>

¹¹¹ 42 U.S.C. § 300bb-2.

¹¹² Tex. S.B. 872, 81st R.S. (2009); TEX. GOV'T CODE §§ 615.001-.123.

¹¹³ TEX. LOC. GOV'T CODE § 175.002.

¹¹⁴ *Id.* § 175.005.

Subsidy Information:

<http://www.dol.gov/ebsa/newsroom/fsCOBRApremiumreduction.html>

Internal Revenue Service:

COBRA Premium Subsidy: <http://www.irs.gov/newsroom/article/0,,id=204708,00.html>

CHAPTER 7--Volunteers

Can city councilmembers volunteer for the city?

It depends on the situation. A city councilmember may volunteer for a volunteer fire department if the city council adopts a resolution allowing city councilmembers to do so.¹¹⁵ But the attorney general has stated that a city official cannot volunteer for the governmental entity that it governs if the volunteer position would be: (1) supervised and controlled by the governing body; (2) the volunteer activity would normally be done by a compensated employee; and (3) the activity was not temporary or intermittent.¹¹⁶ Thus, a city councilmember may be able to volunteer to plant flowers or help with a park clean up day, but would likely be precluded from regularly performing the duties of the city secretary or a utility employee.

Can city employees volunteer at the city?

A city employee may volunteer for the same city, but only if her job duties are not the “same type of services” as her volunteer work.¹¹⁷ The Department of Labor (DOL) defines “same type of services” to mean similar or identical services. In general, DOL would consider the duties and other factors contained in the definitions of occupations in the Dictionary of Occupational Titles in determining whether the volunteer activities constitute the “same type of services” as the employment activities. For example, police officers can volunteer different work (non-law enforcement related) in city parks and schools, or can volunteer to perform law enforcement for a different jurisdiction than where they are employed.

Can a city pay for its volunteer police officers’ insurance or certification?

Some cities have concerns that providing TCLEOSE certification for their reserve officers will endanger the officers’ status as volunteers. *Cleveland v. City of Elmendorf* specifically held that TCLEOSE certification, which is required for peace officers engaged in law enforcement in Texas, is not a benefit that violates an officer’s status as a volunteer.¹¹⁸

Cities also often ask about insurance for reserve officers. Title 29 C.F.R. section 553.106 specifically states that workers’ compensation is considered to be a “reasonable benefit” that does not jeopardize an individual’s *volunteer status*. Also, state law requires a city to insure or otherwise cover each volunteer police force member against any injury

¹¹⁵ TEX. LOC. GOV’T CODE § 21.003.

¹¹⁶ Op. Tex. Atty. Gen. No. JC-0371 (2001); *see also* Op. Tex. Atty. Gen. No. JM-0386 (1985) (holding that an alderman cannot be on the city’s police reserve force).

¹¹⁷ 29 C.F.R. § 553.103.

¹¹⁸ 388 F.3d 522 (5th Cir. 2004).

suffered in the course and scope of the volunteer's duties performed at the request of the city.¹¹⁹

Is the city liable for the actions of volunteers?

The Texas Tort Claims Act waives governmental immunity for certain actions of governmental employees, but does not waive governmental immunity for volunteers who are not paid.¹²⁰ Therefore, the city is arguably not liable for the actions of its volunteers.

However, liability can be predicated on the actions of a paid employee who supervised volunteers even if liability cannot be predicated on the actions of the volunteers themselves.¹²¹ Cities may be liable for acts of employees and volunteers where the city: (1) has the right to direct the volunteer in his/her duties; (2) has an interest in the work being carried out by the volunteer; (3) accepts direct or indirect benefit from the volunteer's work; and (4) has the right to fire or replace the volunteer.¹²² There may also be a basis for liability stemming from the negligent screening and hiring of volunteers.¹²³

Is the city liable if a volunteer is injured while performing work for the city?

To the extent authorized by the Texas Tort Claims Act, cities may be liable to persons, including volunteers, for property damage, personal injury, and death proximately caused by the wrongful act, omission, or negligence of a city employee, or the condition or use of personal or real property.¹²⁴ Cities owe the same duty of care to volunteers as to others on city property.¹²⁵ Consequently, cities may want to limit their liability for negligence by obtaining workers' compensation insurance coverage for their volunteers. Cities can opt to cover volunteer fire fighters, police officers, emergency medical personnel, and "other volunteers" that are specifically named under the cities' workers' compensation insurance.¹²⁶ With limited exceptions, the recovery of workers' compensation benefits is the exclusive remedy for the death or work-related injuries of covered individuals.¹²⁷

¹¹⁹ TEX. GOV'T CODE § 614.192.

¹²⁰ TEX. CIV. PRAC. & REM. CODE § 101.021(1); 101.001; *Harris County v. Dillard*, 883 S.W.2d 166, 167 (Tex. 1994) (regarding a volunteer deputy sheriff).

¹²¹ *Smith v. University of Texas*, 664 S.W.2d 180 (Tex. App.—Austin 1984, writ ref'd n.r.e.).

¹²² *El Paso Laundry Company v. Gonzales*, 36 S.W.2d 793 (Tex. Civ. App.—El Paso 1931, writ dismissed).

¹²³ *Doe v. Boys' Club of Greater Dallas*, 907 S.W.2d 472 (Tex. 1994).

¹²⁴ TEX. CIV. PRAC. & REM. CODE § 101.021.

¹²⁵ *City of Austin v. Selter*, 415 S.W.2d 489 (Tex. Civ. App.—Austin 1967, writ ref'd n.r.e.).

¹²⁶ TEX. LAB. CODE § 504.012.

¹²⁷ *Id.* § 408.001.

CHAPTER 8--Drug Testing

May a city perform random drug tests on its employees?

The TML Legal Department receives many calls from cities on this issue. Most cities either: (1) desire to implement random drug testing for all their employees; or (2) already have such policy in place. Many are surprised to learn that they generally may not have random drug testing for all employees. Unless an exception applies (such as special safety or security concerns, reasonable suspicion, or Department of Transportation regulations), a city may not drug test its employees.

A city may only drug test its employees without individualized suspicion, also referred to as “random drug testing”, if there is a “special need” that outweighs the individual’s privacy interest.¹²⁸ This standard means that most city employees may not be tested for drugs without individualized suspicion. While a private employer may often have the ability to randomly drug test its employees, governmental entities, such as cities, are more restricted by the United States Constitution, including the search and seizure provisions of the Fourth Amendment. The primary reason a city might be able to “randomly” drug test an employee is when the employee performs safety-sensitive or security-sensitive duties. Not all police officers or fire fighters fit into this category, but backhoe drivers might.

Which employees may a city randomly drug test?

A city may randomly drug test its employees that are in safety or security sensitive positions. Examples of job duties that the courts have found to be safety or security sensitive sufficient to warrant suspicionless drug testing include: driving passengers as United States Department of Transportation licensed drivers; operation of trucks that weigh more than 26,000 pounds; tending to or driving school children as school bus attendants and drivers; teaching children; armed law enforcement officials whose duties include interdiction of drugs; nuclear power plant duties; and working on gas pipelines; among others.¹²⁹ Examples of employees whose job duties have not been sufficient to warrant drug testing according to a court include federal prosecutors who prosecute drug cases and library workers.¹³⁰ Also, the Supreme Court has held that the requirement to

¹²⁸ *Skinner v. Ry. Labor Execs. Ass’n.*, 489 U.S. 602 (1989); *Nat’l Treasury Emps. v. Von Raab*, 489 U.S. 656 (1989).

¹²⁹ *Krieg v. Seybold*, 481 F.3d 512 (7th Cir. 2007) (licensed drivers); *Int’l Bhd. of Teamsters, v. Dep’t of Transp.*, 932 F.2d 1292 (9th Cir. 1991) (large trucks); *Nat’l Treas. Emps. Union v. Von Raab*, 489 U.S. 656 (1989) (employees involved in interdiction of drugs); *Jones v. McKenzie*, 628 F.Supp. 1500 (D.D.C. 1986) (school bus); *Crager v. Bd. of Educ. of Knott County*, 313 F.Supp.2d 690 (E.D. Ky. 2004) (teachers); *IBEW, Local 1245 v. United States Nuclear Regulatory Comm’n*, 966 F.2d 521 (9th Cir.1992) (nuclear power plant, gas pipelines).

¹³⁰ *Harmon v. Thornburgh*, 878 F.2d 484 (D.C. Cir. 1989) (prosecute drug cases); *Lanier v. City of Woodburn*, 518 F.3d 1147 (9th Cir. 2008) (library workers).

carry a firearm by an employee is a strong reason weighing for suspicionless drug testing.¹³¹

While who may be tested for drugs is always going to be a fact-based inquiry based on the duties of each employee, some duties lean towards allowing drug testing without individualized suspicion based on prior case law, including: carrying of passengers; driving with commercial drivers licenses or United States Department of Transportation licenses; positions that are heavily regulated by state and federal law; and operating heavy machinery.¹³² Some duties and situations that, by themselves, may not warrant suspicionless drug testing include: office duties; handling money; driving a city vehicle or police car, prior drug use; or working with the public.¹³³ Before performing a suspicionless drug test on an employee, a city should ensure that there is a safety or security issue involved in the person's job duties that would be affected by drug use. Since job duties and their safety or security sensitive nature is a fact issue, a city should always consult its city attorney or local counsel before implementing a random drug testing policy or testing any employee for drug use.

What other times may a city drug test its employees?

While a city may not usually randomly drug test its employees, some employees may be tested for drugs. Besides employees who perform safety or security sensitive functions as described above, individuals who may be tested for drugs include: (1) an applicant for employment, after the job offer is made but before they take the position, if some safety or security concern is present; an employee that drives commercial vehicles and who is covered by the U.S. Department of Transportation Regulations; or (3) an employee that the city has reasonable suspicion to believe is using drugs.¹³⁴

However, a city should adopt a written policy and consult with its city attorney before drug testing any of its employees or adopting a drug policy.

What is reasonable suspicion?

Reasonable suspicion is a decision that the supervisor needs to make based on objective factors such as the appearance or actions of the employee. For example, employees may arguably test for drugs after an accident.¹³⁵ The employee's actions and appearance that

¹³¹ *Von Raab*, 489 U.S. at 672; *but see* Tex. Atty. Gen. Op. JM-1274 (1990) (stating that suspicionless drug testing of deputy sheriffs and jailers would violate privacy interests under the Texas Constitution).

¹³² *Int'l Bhd. of Teamsters*, 932 F.2d at 1295 (carrying of passengers); *Krieg v. Seybold*, 481 F.3d 512 (7th Cir. 2007) (driver's license); *Shoemaker v. Handel*, 795 F.2d 1136 (3d Cir.) (heavily regulated industries); *Plane v. United States*, 796 F. Supp. 1070, 1075-77 (W.D. Mich. 1992); *Middlebrooks v. Wayne County*, 521 N.W.2d 774 (1994) (heavy machinery).

¹³³ *Lanier v. City of Woodburn*, 518 F.3d 1147 (9th Cir. 2008) (office); *Nat'l Treasury Empls. Union v. Lyng*, 706 F. Supp. 934 (D.D.C. 1988) (driving a car).

¹³⁴ 42 U.S.C.A. § 12114; *Nat'l Treas. Empls. Union v. Von Raab*, 489 U.S. 656 (1989) (pre-employment; post-offer testing); *Krieg v. Seybold*, 481 F.3d 512 (7th Cir. 2007) (commercial drivers license); *Nat'l Treasury Empls. Union v. Yeutter*, 918 F.2d 968 (D.C. Cir. 1990).

¹³⁵ *Skinner*, 489 U.S. at 630; *Von Raab*, 489 U.S. at 677.

cause the supervisor to have individualized suspicion that the employee is on drugs should be documented.

Besides search and seizure constitutional issues, are there any other concerns with drug testing?

Drug testing information is confidential and should be treated very carefully. Employers must comply with the Americans with Disabilities Act when dealing with the results of such tests.¹³⁶ Employers are required to keep drug test results in a separate file from an employee's personnel file and that file must remain confidential.¹³⁷

Also, a city should ensure that any drug testing or drug testing policy is applied equally to each similarly situated employee, to forestall complaints of discrimination.

Does Texas regulate the drug testing of employees?

The Texas Labor Code, Section 21.120, allows an employer, which includes a city, to adopt a drug free workplace policy. However, the policy must not be written or applied in a discriminatory manner and must be in compliance with federal law.

Should a city adopt a drug testing policy?

Before a city implements any kind of drug testing, a city should adopt a written drug testing policy. It should also give the drug testing policy to each of its employees and have its employees acknowledge receipt of the policy. Also, it is a good idea for a city to adopt such a policy before a problem occurs.

What considerations are there for a city that chooses to adopt a written drug testing policy?

Drug testing policies raise constitutional issues such as the right to privacy and the right against unreasonable searches and seizures, as well as, under some circumstances, issues involving the Americans with Disabilities Act (ADA).¹³⁸ A drug testing policy should include when an employee may be drug tested, which employees or applicants may be tested, what job duties are considered safety or security sensitive, drug testing procedures that are minimally intrusive and respect the employee's right to privacy as much as possible, notice procedures for those who may be tested, how the results will be treated, and a policy for what occurs should a drug test come back positive. Also, many drug testing policies are included in "drug free workplace" policies adopted by cities.

A city should also ensure that its policy follows any ADA regulations, as well as other state and federal law that deal with medical information. The written drug policy should be strictly and consistently followed. Also, if a city is a federal contractor or a grantee of

¹³⁶ 42 U.S.C. § 12112.

¹³⁷ *Id.* § 12112(d)(3)(B).

¹³⁸ *Id.* §§ 12101-12213.

federal funds, the city must comply with the federal Drug-free Workplace Act of 1988. This act requires that a city adopt a “drug-free awareness” program and drug policy. The federal Omnibus Transportation Employee Testing Act of 1991 requires drug testing of safety-sensitive employees in the aviation, motor carrier, railroad, and mass transit industries. Any city employee with a Commercial Drivers License would fall under this Act and would be required to be tested for drugs pre-employment, post-accident, reasonable suspicion, and other testing. Any written city policy should reflect these requirements if a city has CDL employees.

Finally, a city should ensure that any adopted policy has been reviewed by its attorney and that implementation of the policy is guided by the city attorney’s advice.

Resources

Department of Labor:

Basic Information:

<http://www.dol.gov/asp/programs/drugs/workingpartners/dfworkplace/dt.asp>

Drug Free Workplace Act:

<http://www.dol.gov/elaws/asp/drugfree/screen4.htm>.

Department of Transportation:

Transportation Employee Testing Act:

<http://www.dot.gov/ost/dapc/employee.html>.

Texas Workforce Commission:

Basic Information:

http://www.twc.state.tx.us/news/efte/drug_testing_in_the_workplace.html

CHAPTER 9--Employment Discrimination and Title VII of the Civil Rights Act of 1964 (Title VII)

What is Title VII of the Civil Rights Act?

Title VII is the federal statute that prohibits an employer from discriminating against an employee on the basis of race, color, sex, national origin, or religion.¹³⁹ Discrimination under Title VII does not apply only to hiring or firing an individual, but includes all aspects of the employment relationship, including: compensation, assignment, classification, transfer, promotion, layoff, recall, job advertisements, recruitment, testing, use of company facilities, training and apprenticeship programs, fringe benefits, pay, retirement plans, disability leave, or other terms and conditions of employment.¹⁴⁰

Which employers does Title VII apply to?

The provisions of Title VII apply only to an employer that employs more than 15 employees. Independent contractors, elected officials, or any person chosen by such officer to be the officer's personal staff are not considered "employees."¹⁴¹

What if part of the position requires that a limitation be placed on one of the protected classes?

Title VII creates a "bona fide occupational qualification" (BFOQ) exception, which allows an employer to hire (or refuse to hire) an individual on the basis of the employee's religion, sex, or national origin where religion, sex, and national origin are BFOQs reasonably necessary to the normal operation of the employer's business.¹⁴² This is a very narrow and limited exception, and requires an analysis of facts that are specific to each case. Race or color is never a BFOQ.

Title VII also allows an employer to fail or refuse to hire an individual for national security reasons pursuant to a security program in effect pursuant to a federal statute or an Executive Order.¹⁴³

What kind of liability will a city have if it violates Title VII?

Title VII places the following caps on the amount of compensatory damages (excluding back and front pay) that may be awarded to a plaintiff:

- More than 14 but fewer than 101 employees - \$50,000
- More than 100 but fewer than 201-\$100,000
- More than 200 but fewer than 501-\$200,000

¹³⁹ 42 U.S.C. § 2000e-2.

¹⁴⁰ *Id.* § 2000e-3(a).

¹⁴¹ *Id.* § 2000e(f) .

¹⁴² *Id.* § 2000e-2(e).

¹⁴³ *Id.* § 2000e-2(g)(1).

- More than 500 employees- \$300,000¹⁴⁴

A plaintiff cannot recover punitive damages from a city.¹⁴⁵

How does Title VII define and protect race?

Neither Title VII nor the Equal Employment Opportunity Commission (EEOC) define “race.” However, the U.S. Supreme Court has interpreted race to include people of all races.¹⁴⁶ Recently, the EEOC issued a compliance manual that interprets racial discrimination to include employment action based on:

- racial or ethnic ancestry (for example, discriminating against a Chinese American because of their Asian ancestry);
- physical characteristics (discrimination based on an individual’s color, hair, or facial features);
- race-linked illnesses (for example, sickle cell anemia is a genetically-linked disease that disproportionately affects individuals of African descent);
- culture (discrimination based on a person’s name, cultural dress or grooming practices, accent or manner of speech); and
- perception (based on belief that person is a member of a particular race regardless of how that individual identifies themselves).

The EEOC defines “color” as “pigmentation, complexion, or skin shade or tone.”¹⁴⁷ Color discrimination can occur between persons of different races, ethnicities, or between persons of the same race or ethnicity.¹⁴⁸

National Origin?

National origin discrimination is “the denial of employment opportunity based on an individual’s, (or his or her ancestor’s) place of origin or because an individual has the physical, cultural or linguistic characteristics of a national origin group.”¹⁴⁹ It also includes discrimination based on: (a) marriage to or association with persons of a national origin group; (b) membership in, or association with an organization identified with or seeking to promote the interests of national origin groups; (c) attendance or participation in schools, churches, temples or mosques, generally used by persons of a national origin group; and (d) because an individual’s name or spouse’s name is associated with a national origin group.¹⁵⁰

¹⁴⁴ 42 U.S.C. § 1981a(b)(2)-(3)

¹⁴⁵ *Id.* § 1981a(b)(1).

¹⁴⁶ *McDonald v. Santa Fe Trail Transp. Co.*, 427 U.S. 273, 280 (1976).

¹⁴⁷ *Race and Color Discrimination*, EEOC COMPLIANCE MANUAL (April 19, 2006), available at www.eeoc.gov/policy/compliance.html.

¹⁴⁸ See *Walker v. Secretary of the Treasury, I.R.S.*, 713 F. Supp. 403, 405-08 (N.D. Ga. 1989) (holding cause of action available for suit by light skinned Black person against a dark skinned Black person).

¹⁴⁹ 29 C.F.R. § 1606.1

¹⁵⁰ *Id.*

The most common claims of national origin discrimination arise from language requirements. The EEOC has stated that an employment decision that is based on an accent does not violate Title VII if an individual's accent interferes with an employee's performance of the job. More recently, litigation regarding "speak English only" rules has come into play. The EEOC's position is that a blanket "speak English only" rule that prohibits an employee from speaking any language other than English is a burdensome term and condition of employment.¹⁵¹ A Texas federal district court also held that a policy that required employees to speak English at all times in the workplace violated Title VII's prohibition against discrimination based on national origin.¹⁵²

The EEOC provides that a rule that requires employees to speak English only at certain times is permissible if justified by business necessity.¹⁵³ However, a city must be careful with any such policy and should consult its city attorney or local counsel before crafting or adopting such a policy and should ensure that it has documented its reason to substantiate the business necessity for such a policy.

Sex?

Title VII protects both men and women from sex discrimination. Title VII also protects against "sexual stereotyping."¹⁵⁴ The Supreme Court has also recognized that same-sex sexual harassment can form a basis for a valid claim under Title VII.¹⁵⁵ While neither Title VII¹⁵⁶ nor Texas law creates a cause of action for sexual orientation, some cities have passed ordinances that limit an employer's right to terminate an employee based on sexual orientation.¹⁵⁷

Is sexual harassment considered discrimination under Title VII?

In 1986, the U.S. Supreme Court recognized sexual harassment as a form of sex discrimination under Title VII.¹⁵⁸ Two years later, the Supreme Court decided two cases (*Faragher* and *Ellerth*)¹⁵⁹ that have made it more important than ever for employers to know how to minimize their liability when it comes to sexual harassment claims. In some cases, liability cannot be avoided, but in others, liability may be completely avoided.

¹⁵¹ 29 C.F.R. § 1606.7.

¹⁵² *EEOC v. Premier Operator Servs., Inc.*, 113 F. Supp. 2d 1066, 1073 (N.D. Tex. 2000).

¹⁵³ 29 CFR § 1606.7.

¹⁵⁴ *Price Waterhouse v. Hopkins*, 490 U.S. 228, 235 (1989) (finding potential discrimination under Title VII where employer told plaintiff that she could improve her chances of making partner if she would "talk more femininely, dress more femininely, have hair styled, and wear jewelry").

¹⁵⁵ *Oncale v. Sundowner Offshore Servs., Inc.*, 523 U.S. 75 (1998).

¹⁵⁶ *Dawson v. Bumble & Bumble*, 398 F.3d 211, 218 (2nd Cir. 2005); *Blum v. Gulf Oil Corp.*, 597 F.2d 936, 938 (5th Cir. 1979).

¹⁵⁷ Austin, Fort Worth, Houston, Dallas, and El Paso have adopted ordinances that prohibit discrimination on the basis of sexual orientation in employment, housing, and public accommodations.

¹⁵⁸ *Meritor Sav. Bank, FSB v. Vinson*, 477 U.S. 57 (1986).

¹⁵⁹ See *Burlington Indus., Inc. v. Ellerth*, 524 U.S. 742 (1998); *Faragher v. City of Boca Raton*, 524 U.S. 775 (1998).

If an employee suffers an adverse employment action (for example, termination, transfer, changes in shifts, pay reductions) at the hands of a supervisor, the employer is liable for the actions of the supervisor, even if the employer did not know of the harassment or did not even have a way of knowing that the harassment was taking place.¹⁶⁰ To avoid this form of liability, a city should make sure that the authority to take an adverse employment action does not solely rest on one supervisor and that adverse employment actions are carefully reviewed before they become effective.

If the employee is harassed by a supervisor, but does not suffer an adverse employment action, the employer can escape liability by showing two things: (1) the employer exercised reasonable care to prevent and promptly correct any harassing behavior; and (2) the employee unreasonably failed to take advantage of any preventive or corrective opportunities provided by the employer or to avoid harm otherwise.¹⁶¹ As such, it is imperative that a city establish an effective anti-harassment policy, ensure that each employee receives a copy of the policy, reads and agrees to it, and ensure that the city follows the policy consistently. A city should also establish a complaints process that includes a point of contact for all complaints, a process for conducting an objective and thorough investigation of all complaints, and takes prompt remedial action to address any complaints.

While the *Faragher* and *Ellerth* decisions applied to sexual harassment, the Court drew analysis on other types of harassment on the basis of other protected classes, including race, color, national origin, religion, disability, and age. Thus, an employer should develop a policy that covers all forms of harassment.

What types of religious beliefs are protected and how are they protected?

Religion not only includes mainstream religions such as Catholicism, Judaism, Islam, or Buddhism, but also includes “moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of a traditional religious view.”¹⁶² The fact that no religious group espouses such beliefs or a religious group to which the individual professes to belong may not accept such beliefs will not determine whether the belief is a religious belief under Title VII.¹⁶³ For example, Wicca¹⁶⁴ and atheism¹⁶⁵ are protected as “religion” under Title VII. However, purely political, social or philosophical beliefs are excluded from the definition of “religion” under Title VII. For example, a court found that membership in the United Klans of America was not a protected religion under Title VII.¹⁶⁶ Neither was a personal religious creed that certain cat food contributed to an employee’s state of well-being.¹⁶⁷

¹⁶⁰ *Faragher*, 524 U.S. at 777.

¹⁶¹ *Id.* at 778.

¹⁶² 29 C.F.R. § 1605.1; *Welsh v. United States*, 398 U.S. 333 (1970); *United States v. Seeger*, 380 U.S. 163 (1965).

¹⁶³ 29 C.F.R. § 1605.1.

¹⁶⁴ *Brown v. Woodland Joint Unified Sch. Dist.*, 27 F.3d 1373 (9th Cir. 1994).

¹⁶⁵ *Reed v. Great Lakes Cos.*, 330 F.3d 931 (7th Cir. 2003).

¹⁶⁶ *Bellamy v. Mason’s Stores Inc.*, 368 F. Supp. 1025 (E.D. Va. 1973), *aff’d*, 508 F.2d 504 (4th Cir. 1974).

¹⁶⁷ *Brown v. Pena*, 441 F.Supp. 1382 (S.D. Fla. 1977), *aff’d*, 589 F. 2d 1113 (5th Cir. 1979).

What should a city do if an employee needs an accommodation for a religious belief?

An employer has an affirmative duty to reasonably accommodate the sincerely held religious beliefs of an employee or prospective employee unless the employer demonstrates that an accommodation would result in an undue hardship.¹⁶⁸ Common requests to accommodate religious practices include leave to observe religious days, requests for a time and place to pray, and wearing religious garb. An employer may accommodate an employee's religious beliefs or practices by allowing flexible scheduling, voluntary substitutions or swaps, job reassignments and lateral transfers, and modification of grooming requirements.¹⁶⁹

An employer is not required to provide an accommodation if the accommodation imposes an undue hardship on the employer's legitimate business interests. An accommodation is an undue hardship if it requires "more than a *de minimis* economic costs on the employer."¹⁷⁰ In determining whether an accommodation will result in an undue hardship, the EEOC will look at the cost in relation to the size and operation costs of the employer, and the number of employees who require an accommodation.¹⁷¹

Resources

EEOC Information:

<http://www.eeoc.gov/facts/qanda.html>

Title VII Statute:

<http://www.eeoc.gov/laws/statutes/titlevii.cfm>

Title VII Regulations:

Sex Discrimination:

http://www.access.gpo.gov/nara/cfr/waisidx_09/29cfr1604_09.html

Religious Discrimination:

http://www.access.gpo.gov/nara/cfr/waisidx_09/29cfr1605_09.html

National Origin Discrimination:

http://www.access.gpo.gov/nara/cfr/waisidx_09/29cfr1606_09.html

Employee Selection:

http://www.access.gpo.gov/nara/cfr/waisidx_09/29cfr1607_09.html

¹⁶⁸ 42 U.S.C. § 2000e(j).

¹⁶⁹ 29 C.F.R. § 1605.2(d)

¹⁷⁰ *Id.* § 1605.2(e)

¹⁷¹ *Id.*

CHAPTER 10--Americans with Disabilities Amendments Act of 2008

What is the Americans with Disabilities Act?

The Americans with Disabilities Act (ADA) is a federal law intended to prevent discrimination against individuals who have a disability.¹⁷² This includes prohibitions on discrimination against individuals with disabilities in the employment relationship.¹⁷³ The ADA prohibits discrimination in all employment practices against “qualified individuals with disabilities.”¹⁷⁴ A city as employer may not discriminate against these individuals in matters of hiring, firing, promotions, pay, training, benefits, or any other term or condition of employment. In 2008, the ADA Amendments Act was passed which broadened the definition of disability to include more individuals.¹⁷⁵ The ADA applies to all city employers, regardless of the number of employees, under Texas law.¹⁷⁶

What is a disability?

A disability is defined as “a physical or mental impairment that substantially limits one or more major life activities of such individual.” It also includes individuals who are “regarded as” having such an impairment.¹⁷⁷ A major life activity is considered to be substantially limited if an individual cannot perform the activity at all or is limited in the “condition, manner or duration under which an individual can perform” the activity when compared to what an average person can do.¹⁷⁸ Under the Pregnancy Discrimination Act, pregnancy by itself is not a “disability” but may include impairments that may be disabilities depending on the situation.

What is a “major life activity”?

Major life activities include activities that most people can do to take care of themselves and live regular lives including: “performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.” It also includes “major bodily functions” which includes correct functioning of the digestive, immune, neurological, respiratory, circulatory, and reproductive systems.¹⁷⁹ Any medical or mental problem that interferes with a person’s normal activities or work would likely fall into one of these categories, making the determination of a disability almost always fall on the side of the individual having a disability.

¹⁷² 42 U.S.C. § 12101.

¹⁷³ *Id.* § 12111.

¹⁷⁴ *Id.* § 12112.

¹⁷⁵ ADA Amendments Act of 2008 (P.L. 110-325).

¹⁷⁶ TEX. LABOR CODE § 21.001.

¹⁷⁷ 42 U.S.C. § 12102.

¹⁷⁸ 29 C.F.R. § 1630.2.

¹⁷⁹ 42 U.S.C. § 12102.

Who is a “qualified individual”?

The next question is whether an employee is still “qualified” to do his job even if he has a disability under the act. A “qualified individual,” who must be given a “reasonable accommodation” for her disability, is an individual who can perform the “essential functions” of the job regardless of a reasonable accommodation.¹⁸⁰ The city as employer determines the “essential functions” of a job, but a city should be careful not to let it appear that its job description, job posting, or other listing of essential functions is discriminatory against individuals with disabilities.¹⁸¹

What is a reasonable accommodation?

A reasonable accommodation is an accommodation to an employee that allows a qualified individual with a disability able to perform the job despite the disability.¹⁸² For example, this would include changing the job site in some way to make it more accessible for an individual, or allowing different break periods for an individual with a disability. A reasonable accommodation could also include time off for the individual with a disability.¹⁸³ This accommodation could mean a city would need to keep a position open for an individual with a disability for an extended period. It is has not been definitively decided whether an absence control policy could be used to terminate an individual with a disability who is on ADA leave.

When does a city have to give a reasonable accommodation?

A city must make a reasonable accommodation for an employee when the employee: (1) has a disability under the Act; (2) can perform the essential functions of the job with the reasonable accommodation; and (3) the reasonable accommodation does not present an “undue hardship” to the city as employer.¹⁸⁴ “Undue hardship” means that “significant difficulty or expense” would have to be incurred for an employee with a disability to be accommodated.¹⁸⁵ The factors included in determining whether an accommodation is “reasonable” or should be given includes: (1) the cost of the accommodation; (2) the size of the employer and its financial resources when compared to the suggested accommodation; (3) the number of employees; and (4) the type of position involved.¹⁸⁶ The larger the employer or the more employees an employer has, the more difficult or expensive an accommodation must be before it will be considered an “undue hardship.” Whether a city must give a reasonable accommodation is a fact question that should be reviewed by local counsel or city attorney before a final determination is made.

¹⁸⁰ 42 U.S.C. § 12111.

¹⁸¹ 29 C.F.R. § 1630.2.

¹⁸² 42 U.S.C. § 12111.

¹⁸³ See http://www.eeoc.gov/policy/docs/accommodation.html#N_1 for examples of reasonable accommodations.

¹⁸⁴ 42 U.S.C. § 12112.

¹⁸⁵ *Id.* § 12111; 29 C.F.R. § 1630.15.

¹⁸⁶ 42 U.S.C. § 12111(10)(B).

How does a city find out it needs to give a reasonable accommodation?

A city only must accommodate a “known” disability. First, a city employer would start looking into giving an employee a reasonable accommodation if the employee requests it. However, an employer might ask an employee if he needs a reasonable accommodation if the employer notices that the individual is having difficulty performing a job because of a possible impairment. The employer must be careful not to treat the individual as having a disability, but this would not keep them from asking how the employer can help an individual do their job. Also, the city may also be able to ask an employee for medical information when the employer and employee are trying to formulate a reasonable accommodation. For job applicants, an employer cannot ask an applicant if they are disabled or need a reasonable accommodation, even if it appears clear to the employer that this will be the situation. Instead an employer should ask the applicant whether they can perform the essential functions of the job, and then base any action on the answer to this question.

Can a city require that all job applicants have a medical exam to make sure they can perform the job?

Under the ADA, a medical examination for job applicants can only be required if: (1) all job applicants are required to undergo the same medical examination for the job category; (2) the job applicant has already been offered the job, but conditioned the job offer on the outcome of the medical examination; and (3) that information obtained is kept confidential. After an individual becomes an employee of the city, any medical examination must be job related and necessary for city business.¹⁸⁷ Also, a city should be very careful when approaching job applicants about disabilities. In an interview or job application, a city should focus on whether an individual can perform the essential job functions, not whether the individual may or may not have a physical or mental disability.

Can a city require that job applicants take a physical agility test or a test to make sure they can perform the specific tasks of the job that they are applying for?

A city can give job applicants tests that test the applicant’s ability to perform essential functions of the job or physical fitness tests before any job offer is made. Tests must be job related and consistent with business necessity. Also, a city must be careful that any test does not tend to screen out or actually screen out persons with disabilities.

What if a “disabled” employee cannot do the job even with a reasonable accommodation?

An employee must be able to perform the essential functions of the job to be protected under the ADA. This may or may not include the provision of a reasonable accommodation by the city. If there is no reasonable accommodation that would allow the individual to perform the job then that individual does not need to be hired or retained by the city. The best way to show what the essential functions of a job are, is to have a

¹⁸⁷ 42 U.S.C. § 12112.

detailed job description in place for each position before individuals are interviewed or hired for the position. When making the decisions of what the essential job functions are and whether an individual can perform these functions, a city should consult with local counsel or its city attorney.

How does the ADA work with drug use?

Questions involving drug use and testing can be found in the Drug Testing portion of this document. It includes information about the ADA.

Does the ADA require employers to take any other action?

Every city employer also must post notices somewhere where job applicants and employees can access the notices. These notices can be found at:

http://www.eeoc.gov/self_print_poster.pdf.

Other than as employers, does the ADA require cities to take any other action?

Cities must comply with ADA regulations regarding accessibility of city buildings and facilities. The federal government has provided two handbooks to assist cities with this task. These include:

ADA Compliance Guide for Small Towns: <http://www.ada.gov/smtown.htm>.

Technical Manual for Local Governments: <http://www.ada.gov/taman2.html>.

Resources

Americans with Disabilities Act Statutes (as amended in 2008):

<http://www.ada.gov/pubs/adastatute08.htm>

Americans with Disabilities Act Resources:

www.ada.gov

Basic Americans with Disabilities Act Information from the Equal Employment Opportunity Commission:

<http://www.eeoc.gov/facts/ada17.html>

Title II Technical Assistance Manual for State and Local Governments:

<http://www.ada.gov/taman2.html>

CHAPTER 11--Pregnancy Discrimination Act

How should pregnant employees be treated?

The answer depends on whether the pregnant employee is “disabled” or not under the Americans with Disabilities Act (ADA). If the pregnant employee is claiming that she is disabled or provides a physician’s letter indicating that she can no longer perform functions of her job then the city needs to go through the same reasonable accommodation analysis that it would go through for any other employee with a disability. The employing city needs to be careful and treat a pregnant employee like it would treat any other sick or disabled employee. If the employee is not disabled, but has asked for some accommodation, then the city can give her unpaid or paid time off, or do as it wishes after consulting its personnel policies and local counsel.

Also, the Pregnancy Discrimination Act prohibits an employer from removing a pregnant employee from her assigned duties if she is able and willing to perform her job.¹⁸⁸ A pregnant employee must be permitted to work as long as she is able to perform her job. While a city may have concerns for the personal safety of the employee (including risks of harm to the fetus carried by the employee) case law has indicated that concerns for the safety of a pregnant employee is not a defense to unlawful discrimination.¹⁸⁹ For example, if the pregnant employee is willing and able to perform the duties of a first responder, she should be allowed to continue doing so. However, Under the PDA, an employer is not required to grant preferential treatment to a pregnant woman, but is obliged to ignore a woman’s pregnancy and “treat the employee as well as it would have if she were not pregnant.”¹⁹⁰

Is there any Texas law on this issue?

State law also covers this issue. Section 180.004 of the Local Government Code requires a city to “make a reasonable effort to accommodate an employee” who is pregnant and whose physician has stated that she is physically restricted because of the pregnancy. Also, a city must provide a temporary work assignment if one is available and the pregnant employee’s doctor has determined that the employee cannot perform her permanent work assignment.

Resources

Pregnancy Discrimination Act:

<http://www.eeoc.gov/facts/fs-preg.html>

¹⁸⁸ 42 U.S.C. § 2000e; 29 C.F.R. § 1604.10.

¹⁸⁹ *Int’l Union v. Johnson Controls, Inc.*, 499 U.S. 187 (1991).

¹⁹⁰ *Urbano v. Continental Airlines, Inc.* 138 F.3d 204, 206 (5th Cir. 1998) (quoting *Piraino v. Int’l Orientation Res., Inc.*, 84 F.3d 270, 274 (7th Cir. 1996)).

CHAPTER 12--Age Discrimination

What is the Age Discrimination in Employment Act?

The Age Discrimination in Employment Act of 1967 (ADEA) is a federal statute that protects individuals who are 40 years of age or older from employment discrimination based on age.¹⁹¹ The ADEA's protections apply to both employees and job applicants.¹⁹² Under the ADEA, it is unlawful to discriminate against a person because of his/her age with respect to any term, condition, or privilege of employment, including hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training.¹⁹³

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on age or for filing an age discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under the ADEA.¹⁹⁴ The ADEA applies to employers with 20 or more employees, including state and local governments.¹⁹⁵

• *Job Notices and Advertisements*

The ADEA generally makes it unlawful to include age preferences, limitations, or specifications in job notices or advertisements. A job notice or advertisement may specify an age limit only in the rare circumstances where age is shown to be a “bona fide occupational qualification” (BFOQ) reasonably necessary to the normal operation of the business.¹⁹⁶

• *Pre-Employment Inquiries*

The ADEA does not specifically prohibit an employer from asking an applicant's age or date of birth. However, because such inquiries may deter older workers from applying for employment or may otherwise indicate possible intent to discriminate based on age, requests for age information will be closely scrutinized to make sure that the inquiry was made for a lawful purpose, rather than for a purpose prohibited by the ADEA.

• *Benefits*

The Older Workers Benefit Protection Act of 1990 (OWBPA) amended the ADEA to specifically prohibit employers from denying benefits to older employees. Congress recognized that the cost of providing certain benefits to older workers is greater than the cost of providing those same benefits to younger workers, and that those greater costs would create a disincentive to hire older workers. Therefore, in limited circumstances, an employer may be permitted to reduce benefits based on age, as long as the cost of

¹⁹¹ 29 U.S.C. § 631.

¹⁹² *Id.* §§ 623(a); 623(b).

¹⁹³ *Id.* § 623(i).

¹⁹⁴ *Id.* § 623(d).

¹⁹⁵ *Id.* § 630.

¹⁹⁶ *Id.* § 623(f)(1).

providing the reduced benefits to older workers is the same as the cost of providing benefits to younger workers.¹⁹⁷

Can a city set an age limit on how old a peace officer or fire fighter can be and still comply with state law and the ADEA?

Yes. State law states that a city “does not commit an unlawful employment practice by imposing a minimum or maximum age requirement for peace officers or fire fighters.”¹⁹⁸ An amendment to the ADEA was passed in 1996 that allows public employers, including cities, to have maximum hiring ages and mandatory retirement ages for law enforcement officers and firefighters.¹⁹⁹

Resources

EEOC Information:

<http://www.eeoc.gov/eeoc/publications/age.cfm>

ADEA Statute:

<http://www.eeoc.gov/laws/statutes/adea.cfm>

ADEA Regulations:

http://www.eeoc.gov/laws/types/age_regulations.cfm

¹⁹⁷ *Id.* §§ 623(f)(2)(A); 623(f)(2)(B).

¹⁹⁸ TEX. LAB. CODE § 21.104.

¹⁹⁹ 29 U.S.C. § 623(i).

CHAPTER 13--Texas Whistleblower Act

What is the Texas Whistleblower Act?

The Texas Whistleblower Act (Act) prohibits a city from suspending or terminating the employment of, or taking other adverse personnel action against, an employee who “in good faith reports a violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority.”²⁰⁰

In addition to suspension or termination, what is considered an “adverse personnel action” under the Act?

“Personnel action” is defined as “an action that affects an employee’s compensation, promotion, demotion, transfer, work assignment, or performance evaluation.”²⁰¹ Some courts have opined that reprimands or severe harassment may be enough to trigger the Act.²⁰² The Supreme Court of Texas has held that removing unpaid duties from an employee was not an adverse personnel action.²⁰³

Who is considered an “appropriate law enforcement authority” under the Act?

A report is made to an appropriate law enforcement authority if the authority is a part of a state or local governmental entity or of the federal government, who the employee in good faith believes is authorized to: (1) regulate under or enforce the law alleged to be violated in the report; or (2) investigate or prosecute a violation of criminal law.²⁰⁴ Simply reporting to a supervisor who may not have the authority to take action regarding the reported violation is not usually considered a “report to an appropriate law enforcement authority” under the Act.²⁰⁵

What are the penalties associated with a claim under the Whistleblower Act?

An employee who is “retaliated” against for reporting a violation of law is entitled to sue for: (1) injunctive relief; (2) actual damages; (3) court costs; and (4) reasonable attorney fees.²⁰⁶ In addition, the employee may be entitled to reinstatement to the employee’s former position, compensation for wages lost during the period of suspension or termination, and reinstatement of fringe benefits and seniority rights lost because of the suspension or termination.²⁰⁷ Sovereign immunity is waived and abolished to the extent of liability for the relief allowed under this chapter.²⁰⁸ The Act also imposes a civil penalty not to exceed \$15,000 on a supervisor who, in violation of the Act, suspends or

²⁰⁰ TEX. GOV’T CODE § 554.002(a).

²⁰¹ *Id.* § 554.001(3).

²⁰² *See Univ. of Houston v. Barth*, 178 S.W.3d 157, 163-64 (Tex. App.—Houston [1st Dist.] 2005).

²⁰³ *Montgomery County v. Park*, 246 S.W.3d 610 (Tex. 2007).

²⁰⁴ TEX. GOV’T CODE § 554.002(b).

²⁰⁵ *See Tharling v. City of Port Lavaca*, 329 F.3d 422 (5th Cir. 2003).

²⁰⁶ TEX. GOV’T CODE §§ 554.003(a).

²⁰⁷ *Id.* § 554.003(b).

²⁰⁸ *Id.* § 554.0035.

terminates the employment of a public employee or takes an adverse personnel action against the employee.²⁰⁹ The penalty shall be paid by the supervisor, not the city, and shall be deposited in the state treasury.²¹⁰

Is there a statute of limitations for whistleblower claims?

A grievance must be filed no later than the 90th day after the date on which the alleged violation occurred or was discovered by the employee through reasonable diligence.²¹¹

Is there a notice requirement under the Whistleblower Act?

A city is required to post in a prominent location a sign, prescribed by the attorney general's office, informing its employees of their rights under the Act.²¹²

Resources

Texas Whistleblower Act Poster:

www.oag.state.tx.us/AG_Publications/pdf/whistleblower_poster.pdf.

Attorney General Handbook with additional Whistleblower Act information:

http://www.oag.state.tx.us/AG_Publications/pdfs/2006trapshb.pdf.

Texas Whistleblower Act:

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.554.htm>.

²⁰⁹ TEX. GOV'T CODE § 554.008(a).

²¹⁰ *Id.* §§ 554.008(c) & (d).

²¹¹ *Id.* § 554.005.

²¹² *Id.* § 554.009.

CHAPTER 14--Military Leave: USERRA and State Military Leave

What is the Uniformed Services Employment and Reemployment Rights Act?

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a federal law that was enacted in 1994 to: (1) encourage non-career service in the uniformed services by eliminating or minimizing the disadvantages to civilian employment that can result from such service; (2) provide for prompt reemployment of persons returning to civilian jobs from military service; (3) prohibit discrimination against individuals because of their service in the uniformed services; and (4) prohibit retaliation against an individual who has taken an action to enforce a protection afforded under USERRA.²¹³

Does USERRA apply to my city?

The provisions of USERRA apply to all employers, including cities, regardless of size.²¹⁴ The protections of USERRA extend to members of the uniformed services and to individuals who have applied for membership, have performed service, have applied for service, or are obligated to serve in the uniformed services.²¹⁵ An employee's rights under USERRA are not diminished because the employee holds a temporary, part-time, probationary, or seasonal position, or because the employee is an executive, a manager, or a professional employee.²¹⁶

What are the “uniformed services”?

Uniformed services include the armed forces (Army, Navy, Air Force, Marine Corps, and Coast Guard), the Army National Guard and the Air National Guard, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency.²¹⁷ While service in the Texas state military forces is not considered “service in the uniformed services” under USERRA, state law provides that individuals serving in the state military forces have the same protections in employment, reemployment, and retention in employment as provided by USERRA.²¹⁸

What “service” qualifies for USERRA protections?

USERRA protects an individual who voluntarily signs up to perform uniformed service, as well as an individual who is involuntarily called up.²¹⁹ Service also includes active duty for training, inactive duty training, or full-time National Guard duty. It also covers a

²¹³ 38 U.S.C. §§ 4301; 4311(b).

²¹⁴ 20 C.F.R. §§ 1002.34(a); 1002.39.

²¹⁵ 38 U.S.C. § 4311(a); 20 C.F.R. § 1002.18.

²¹⁶ 20 C.F.R. §§ 1002.41; 1002.43.

²¹⁷ *Id.* §§ 1002.5(o); 1002.5(l); 1002.59.

²¹⁸ *Id.* § 1002.57 (b); TEX. GOV'T CODE § 431.017.

²¹⁹ 20 C.F.R. § 1002.5(l).

period of time when an employee is absent from work for an initial or recurring military fitness examination or to perform authorized funeral honors duty.²²⁰

Is an employee required to provide notice of service to a city?

With certain exceptions, an employee or an appropriate military official must provide advance notice to the employer (as far in advance as is reasonable) that the employee intends to leave employment to perform service.²²¹ This notice can be either verbal or written.²²² An employee is excused from providing notice if the employee is prevented from doing so by military necessity, or if it is impossible or unreasonable under all circumstances to do so.²²³ An employee does not need to provide notice to the employer of intent to return to work after completing uniformed service.²²⁴ An employee's reemployment rights are still protected, even if the employee tells the employer before entering or completing uniformed service that he/she does not intend to seek reemployment after completing service.²²⁵

What criteria must the employee meet to be eligible for reemployment after service in the uniformed services?

In general, an employee who has been absent from a position due to service is eligible for reemployment if the employee meets the following criteria: (1) the employer has received advance notice of the employee's service; (2) the employee's service is for a cumulative period of five years or less; (3) the employee timely returns to work or applies for reemployment; and (4) the employee's separation or dismissal from service does not disqualify the employee.²²⁶ However, new rules could allow a service member who has returned after five years or more to be eligible for reemployment if she has been on certain operations so contact your city attorney or local counsel if this situation arises.

How long does an employee returning from service have to apply for reemployment?

Returning service members have a set period of time in which to report back to work to preserve their USERRA reemployment rights. Service members who were in service for more than 180 days must submit an application for reemployment (written or verbal) within 90 days after completing service.²²⁷ If the employee's service was for more than 30 days (but less than 181 days), the employee is required to submit an application for reemployment within 14 days after completing service, unless it is impossible or unreasonable for the employee to do so, in which case the employee must submit the application not later than the next full calendar day after it becomes possible to do so.²²⁸

²²⁰ *Id.* §§ 1002.54; 1002.55.

²²¹ *Id.* § 1002.85(a).

²²² *Id.* §1002.85(c).

²²³ *Id.* § 1002.86.

²²⁴ *Id.* § 1002.88.

²²⁵ *Id.*

²²⁶ *Id.* 1002.32.

²²⁷ *Id.* § 1002.115(c).

²²⁸ *Id.* § 1002.115(b).

Service members gone less than 30 days must submit an application not later than the beginning of the first full, regularly scheduled work period after a period of eight hours for safe transportation.²²⁹

These reporting timelines are extended for service members who are hospitalized for, or convalescing from, an illness or injury incurred or aggravated during military service.²³⁰ Those individuals have an additional two years from the date of completion of service to apply for reemployment.²³¹ This time can be extended to accommodate circumstances beyond the employee's control that make reporting impossible or unreasonable.²³²

What reemployment rights does USERRA provide?

If an employee meets the eligibility criteria for reemployment, an employer is required to promptly reinstate the employee when the employee returns from a period of uniformed service.²³³ Prompt reemployment generally means as soon as practicable and, absent any unusual circumstances, must occur within two weeks of the employee's application for reemployment.²³⁴

Generally, an employee is entitled to reemployment in the position that the employee would have attained with reasonable certainty if not for the uniformed service, including the seniority, status, and rate of pay that the employee would have ordinarily attained in that position (known as an "escalator position").²³⁵ The employee must be qualified for the reemployment position, and the employer is required to make reasonable efforts to help the employee become qualified to perform the duties of the position.²³⁶

Disabled employees have special rights with respect to the position in which they are reemployed after returning from uniformed service. Individuals who have a disability that was incurred in, or aggravated during, the period of service are entitled to the "escalator position."²³⁷ An employer is required to make reasonable efforts to accommodate the disability and help the employee become qualified to perform the duties of the position.²³⁸ If the employee is unable to perform the duties of the position after reasonable accommodation efforts by the employer, the employee must be reemployed in a position that the employee is able to perform and that is equivalent in seniority, status, and pay to the "escalator position."

²²⁹ *Id.* § 1002.115(a).

²³⁰ *Id.* 1002.116.

²³¹ *Id.*

²³² *Id.*

²³³ *Id.* § 1002.180.

²³⁴ *Id.* § 1002.181.

²³⁵ *Id.* §§ 1002.191; 1002.193.

²³⁶ *Id.* § 1002.198.

²³⁷ *Id.* § 1002.225.

²³⁸ *Id.*

What protections does a reemployed service member have from being discharged from employment?

USERRA protects employees who are reemployed after uniformed service from discharge by an employer. An employee whose period of service in the uniformed service was for more than 30 days (but less than 181 days) may not be discharged, except for cause, for 180 days after the employee's date of reemployment.²³⁹ If an employee's period of service was for more than 180 days, an employer may not discharge an employee, except for cause, for one year after the employee's date of reemployment.²⁴⁰ Discharge "for cause" includes discharge based on an employee's conduct or for other legitimate nondiscriminatory reasons, such as the elimination of an employee's position or laying off an employee.²⁴¹

Is a city required to pay an employee who is serving in the uniformed services?

While some employers have taken the commendable act of fully or partially paying employees performing service in the uniformed services, there is no requirement under USERRA for a city to pay an employee who is serving in the uniformed services.²⁴²

How does USERRA protect health care benefits?

USERRA does not require a city to establish a health plan or provide any particular health coverage.²⁴³ If a city provides coverage under a health care plan, an employee who is performing service in the uniformed services is entitled to continued health care coverage (and coverage for dependents, if the health plan offers dependent coverage) for up to 24 months after the absence begins or for the period of military service, whichever is shorter.²⁴⁴ Also, when an employee is reemployed, coverage generally must be reinstated without a waiting period or pre-existing condition exclusions.²⁴⁵ For periods of up to 30 days of training or service, the city can require an employee to pay only the employee's share of the cost, if any, for coverage.²⁴⁶ For longer tours, the city is permitted to charge the employee up to 102 percent of the entire premium.²⁴⁷

Are employees who have family members in the military entitled to time off?

On January 28, 2008, the United States Congress enacted House Resolution 4986, the National Defense Authorization Act of FY 2008 (NDAA), which grants family and temporary medical leave for certain employees who have relatives in the military.²⁴⁸ This

²³⁹ *Id.* § 1002.247(a).

²⁴⁰ *Id.* § 1002.247.

²⁴¹ *Id.* § 1002.248.

²⁴² *Id.* § 1002.151.

²⁴³ *Id.* § 1002.164(b).

²⁴⁴ *Id.* § 1002.164(a).

²⁴⁵ *Id.* § 1002.168.

²⁴⁶ *Id.* § 1002.166(a).

²⁴⁷ *Id.* § 1002.166(b).

²⁴⁸ H.R. 4986, 110th Cong. (2008).

legislation amends the Family and Medical Leave Act (FMLA) to grant employees who are eligible for leave under the FMLA to 12 workweeks of leave during a twelve-month period because of any “qualifying exigency” arising out of the fact that the spouse, child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the armed forces.²⁴⁹ The statute also grants an FMLA-eligible employee who is the spouse, child, parent, or next of kin of a service member who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness to a total of 26 weeks of leave during a twelve-month period to care for the service member.²⁵⁰ The U.S. Department of Labor has published proposed rules implementing this regulation.

Does the state provide for any time off for members of the state military?

Under Section 431.005 of the Government Code, an employee who is a member of the state military forces or the armed forces is entitled to a paid leave of absence of up to 15 working days for authorized training or duty.²⁵¹ State military forces includes: “the state military forces, a reserve component of the armed forces, or a member of a state or federally authorized Urban Search and Rescue Team.” These individuals must be paid and cannot be subject to lost time, loss of an efficiency rating, or a loss of vacation, personal, or sick leave.

Resources

Department of Labor:

<http://www.dol.gov/compliance/laws/comp-userra.htm>

USERRA Statute:

<http://www.dol.gov/vets/usc/vpl/usc38.htm>

USERRA Rules and FMLA Rules:

<http://www.dol.gov/vets/regs/fedreg/final/2005023961.htm#20cfr1002.a>

<http://www.dol.gov/esa/whd/fmla/FedRegNPRM.pdf>.

USERRA Poster:

http://www.dol.gov/vets/programs/userra/USERRA_Federal.pdf

Texas Workforce Commission:

http://www.twc.state.tx.us/news/efte/legal_issues_for_military_leave.html

²⁴⁹ 29 U.S.C. § 2612(a).

²⁵⁰ *Id.*

²⁵¹ TEX. GOV'T CODE § 431.005.

CHAPTER 15--Employment and Open Government Laws

Can the city council talk about employment matters in executive session?

The Open Meetings Act requires that meetings of governing bodies be at properly posted meetings where the public can attend.²⁵² The Act does provide some exceptions to this rule allowing the governing body to go into executive session to discuss certain sensitive or confidential matters. The city can meet to discuss individual officers or employees in executive session if some requirements are met.²⁵³

What issues can be discussed?

The discussion must be about an individual employee's appointment, employment, evaluation, reassignment, duties, discipline, or dismissal or to hear a complaint or charge against the employee.²⁵⁴

What if the employee does not want the discussion to take place in closed session?

The city cannot meet in closed session to discuss an individual employee if that employee requests that the governing body discuss them in open session.²⁵⁵

Can the city discuss giving raises to all city employees or all employees in one department?

The city cannot discuss an entire department or giving salary increases to multiple or all employees in closed session since the discussion would not be about an individual employee.

What should be on the agenda if the city is going to discuss an employee in closed session?

Just like any other notice, the city needs to put enough information in the notice so that interested citizens will know what will be discussed. The more senior or executive the employee, the more information should be on the agenda.²⁵⁶ The agenda posting should contain the name or title of the individual and that the individual's employment, duties, salary, or other possible topics will be discussed with possible action. If a city terminates an employee in violation of the Open Meetings Act, the city could be liable for wages between the time the employee was incorrectly terminated and the employee is correctly terminated under the Open Meetings Act.²⁵⁷

²⁵² TEX. GOV'T CODE § 551.041.

²⁵³ *Id.* § 551.074.

²⁵⁴ *Id.*

²⁵⁵ *Id.*

²⁵⁶ *Point Isabel Indep. Sch. Dist. v. Hinojosa*, 797 S.W.2d 176 (Tex. App.—Corpus Christi 1990, writ denied).

²⁵⁷ *Ferris v. Tex. Bd. of Chiropractic Exam'rs*, 808 S.W.2d 514 (Tex. App.—Austin 1991, writ denied).

What information in a personnel file is confidential under the Public Information Act?

The premise of the Public Information Act (PIA) is that all information “collected, assembled, or maintained” by or for a city is public information, unless an exception applies.²⁵⁸ Most information—such as salary, evaluations, and reprimands—is public information. However, a number of exceptions to disclosure apply to documents that may be found in an employee’s personnel file.

A city is prohibited from disclosing the social security number of a living person.²⁵⁹ A document that is otherwise public information, and which contains an employee’s social security number, may be disclosed by redacting the social security number. A city is not required to obtain an attorney general’s opinion prior to redacting an employee’s social security number.²⁶⁰ A current or former employee’s home address, home telephone number, or information regarding the employee’s family members may not be disclosed if the employee has requested that the city not reveal this information.²⁶¹ Cities are required to ask each employee, within fourteen days of the employee’s date of hire, appointment, or ending of service with the city, whether he or she wants this information to be treated confidentially.²⁶²

In a very limited exception, the PIA also allows a city to withhold information in an employee’s personnel file if disclosure of the information “would constitute a clearly unwarranted invasion of personal privacy.”²⁶³ This exception applies only to information that “contains highly intimate or embarrassing facts the publication of which would be highly objectionable to a reasonable person, and is not of legitimate concern to the public.”²⁶⁴ This information typically includes personal financial information, certain medical information, or information relating to a sexual harassment investigation. Certain tax documents and documents relating to consultation with a physician also would be considered confidential and must be withheld from disclosure.

Can a city councilmember or mayor look at an employee’s personnel file?

A councilmember or mayor has an inherent right to access an employee’s personnel file if the records are requested in the individual’s official capacity.²⁶⁵ It is recommended that a city adopt a written policy regarding how a councilmember or city official can access an employee’s personnel file and to protect the information.

²⁵⁸ TEX. GOV’T CODE § 552.002(a).

²⁵⁹ *Id.* § 552.147(a).

²⁶⁰ *Id.* § 552.147(b).

²⁶¹ *Id.* § 552.024.

²⁶² *Id.*

²⁶³ *Id.* § 552.102(a).

²⁶⁴ *Hubert v. Harte-Hanks Tex. Newspapers Inc.*, 652 S.W.2d 546, 550 (Tex. App.—Austin 1983, writ ref’d n.r.e.) (citing *Indus. Found. v. Tex. Indus. Accident Bd.*, 540 S.W. 2d 668, 685 (Tex. 1976).

²⁶⁵ Op. Tex. Att’y Gen. No. JM-119 (1983).

Are there different rules for law enforcement officers?

A peace officer's home address, home telephone number, and any information about the peace officer's family members is automatically excepted from disclosure, even if the peace officer does not ask the city to keep this information confidential.²⁶⁶ There are also special rules for personnel files in civil service cities which should be followed.²⁶⁷

Can an employee have access to his personnel file?

Section 552.023 of the Government Code provides that a person, or the person's authorized representative, has a special right of access to information that relates to the person that would otherwise be withheld from disclosure to protect the person's privacy interests. However, if the city seeks to withhold information in order to protect the interests of the city or of law enforcement, then the employee may not have access under Section 552.023.

Resources

Open Meetings Act Statute:

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.551.htm>

Public Information Act Statute:

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.552.htm>

Attorney General Handbooks:

Public Information Act

http://www.oag.state.tx.us/AG_Publications/pdfs/publicinfo_hb.pdf

http://www.oag.state.tx.us/AG_Publications/pdfs/2006pia_easy.pdf

Open Meetings Act

http://www.oag.state.tx.us/AG_Publications/pdfs/openmeeting_hb.pdf

http://www.oag.state.tx.us/AG_Publications/pdfs/openmeetings_easy.pdf

Open Government Training

http://www.oag.state.tx.us/open/og_training.shtml

Open Records Decisions

<http://www.oag.state.tx.us/open/ogindex.shtml>

²⁶⁶ TEX. GOV'T CODE § 552.117(a).

²⁶⁷ TEX. LOC. GOV'T CODE § 143.089(g).

CHAPTER 16--Employment Laws that May Apply to Your City

FEDERAL EMPLOYMENT LAWS

Statute	Minimum Number of Employees	What is it?
<p>Title VII of the Civil Rights Act of 1964 – Title VII (42 U.S.C. §§ 2000e-2; 2000e-3)</p>	<p>15 or more employees</p>	<ul style="list-style-type: none"> • Prohibits employment discrimination based on race, color, national origin, religion or sex (includes Pregnancy, sex stereotyping, and sexual harassment). • Prohibits retaliation against an employee or applicant who opposes an unlawful employment action under Title VII, files a charge, testifies, assists or participates in an investigation, proceeding, or litigation under Title VII.
<p>Title I of the Americans With Disabilities Act - ADA (42 U.S.C. § 12112)</p>	<p>15 or more employees</p>	<ul style="list-style-type: none"> • Prohibits employment discrimination against a qualified individual with a disability, and requires the employer to provide such employee with a reasonable accommodation unless doing so would result in an undue hardship to the city. • Prohibits retaliation against an individual for opposing employment practices that discriminate based on disability or for filing a charge, testifying, assisting or participating in an investigation, proceeding or litigation under the ADA.
<p>Equal Pay Act – EPA (29 U.S.C. § 206 (d))</p>	<p>All</p>	<ul style="list-style-type: none"> • Prohibits pay differentials based on gender for employees working in substantially equal jobs requiring equal skill, effort, and responsibility under similar working conditions.
<p>Fair Labor Standards</p>	<p>All</p>	<ul style="list-style-type: none"> • Establishes minimum wage,

<p>Act – FLSA (29 U.S.C. § 201 et seq.)</p>		<p>overtime pay, record-keeping and youth employment standards affecting full-time or part-time workers.</p> <ul style="list-style-type: none"> • Prohibits a city from retaliating against any employee because the employee has filed any complaint, instituted or caused to be instituted any proceeding under or related to the FLSA, or has testified or is about to testify in any such proceeding.
<p>Age Discrimination in Employment Act - ADEA (29 U.S.C. § 621)</p>	<p>20 or more employees</p>	<ul style="list-style-type: none"> • Protects individuals (employee or applicant) who are 40 years or older from employment discrimination based on age. • Prohibits retaliation against an individual who opposes employment practices that discriminate based on age, or who files a charge, testifies, assists or participates in an investigation, proceeding, or litigation under the ADEA.
<p>Section 1981 of the Civil Rights Act of 1866 – Section 1981 (42 U.S.C. § 1981)</p>	<p>All</p>	<ul style="list-style-type: none"> • Prohibits racial and ethnic bias in employment.
<p>Uniformed Services Employment and Reemployment Rights Act – USERRA (38 U.S.C. § 4311 et seq.)</p>	<p>All</p>	<ul style="list-style-type: none"> • Prohibits a city from denying any benefit of employment on the basis of an individual’s membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. • Prohibits retaliation against any person because such person has taken an action to enforce a right under USERRA, has testified or made a statement in connection with any proceeding under USERRA, has assisted or otherwise participated in an investigation under USERRA, or has exercised a right under USERRA (applies to any person regardless of whether a person has served in the

		uniformed services).
<p>Family Medical Leave Act – FMLA (29 U.S.C. § 2601 <i>et seq.</i>)</p>	<p>All cities provide notice; Only eligible employees are given benefits</p>	<ul style="list-style-type: none"> • Requires an employer to grant an eligible employee (an employee of a city that has more than 50 employees who has been employed by the city for at least 12 months and has worked at least 1,250 hours during the last 12-month period immediately preceding the commencement of leave) up to 12 work-weeks of unpaid leave during a 12-month period for certain family and medical reasons (birth of a child, to care for an employee’s newborn child; placement of a child with the employee for adoption or foster care; to care for an employee’s family member who has a serious health condition; and for the employee’s own serious health condition). • Requires an employer to provide special leave benefits for uniformed military and their families. • Prohibits an employer from interfering, restraining, or denying the exercise of an employee’s right to take leave under the FMLA. • Prohibits an employer from retaliating against an employee who opposes practices made unlawful by the FMLA (applies to all employees even if not eligible for FMLA).

		<ul style="list-style-type: none"> Requires an employee to be restored to the same position the employee held before taking leave or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
Immigration Reform and Control Act of 1986 – IRCA (8 U.S.C. § 1324b)	Four	<ul style="list-style-type: none"> Prohibits employment discrimination against protected individuals (U.S. citizens, permanent residents, temporary residents, refugees, or asylees) on the basis of national origin or because of an individual’s citizenship status. Requires all employers (regardless of size) to verify and keep records of work-authorization documents.
Service on Grand jury (29 U.S.C. § 1875)	All	<ul style="list-style-type: none"> Prohibits an employer from discharging, threatening to discharge, intimidating, or coercing any employee because of the employee’s service on a petit or grand jury.
Workplace Safety (29 USC § 3660(c))	All	<ul style="list-style-type: none"> Prohibits an employer from discharging an employee because the employee has filed a complaint or instituted or caused to be instituted any proceeding as to violations of safe workplace conditions.
Consolidated Omnibus Budget Reconciliation Act – COBRA (42 U.S.C. § 300bb-5)	Applies if the city employed more than 20 employees in a typical business day during the preceding calendar year (includes full-time and part-time employees)	<ul style="list-style-type: none"> Requires continuation coverage of health benefits to be offered to covered employees, their spouses, former spouses, and dependent children when certain specific events occur (death of a covered employee; termination or reduction in hours of a covered employee’s employment for reasons other than gross misconduct; divorce or legal separation from a covered employee; a covered employee becoming entitled to Medicare; and the child’s loss of dependent status under the health plan). Special provisions under the Stimulus Bill now require employers

		to pay a portion of the COBRA health benefits for certain employees who have left their employment. The city's contribution to these health benefits is repaid by the government.
--	--	---

TEXAS EMPLOYMENT LAWS

Employment Law	Minimum Number of Employees	What is it?
Texas Commission on Human Rights Act – TCHRA (Tex. Lab. Code § 21.051-.055)	All	<ul style="list-style-type: none"> Prohibits employment discrimination on the basis of race, color, disability, religion, sex, national origin, or age. Prohibits retaliation for opposing a discriminatory practice, making or filing a charge, filing a complaint, testifying or participating in an investigation, proceeding or hearing under the TCHRA.
Texas Whistleblower Act (Tex. Gov't Code § 554.002)	All	<ul style="list-style-type: none"> Prohibits retaliation against an employee who in good faith reports a violation of law by the city or a city employee to an appropriate law enforcement authority.
Texas Workers' Compensation Act (Tex. Lab. Code § 451.001)	All	<ul style="list-style-type: none"> Prohibits retaliation against an employee who files or pursues a workers' compensation claim in good faith, including hiring a lawyer to pursue a claim, or testifying in a claim proceeding.
Jury Service (Tex. Civ. Prac. & Remedies Code § 122.001)	All	<ul style="list-style-type: none"> Prohibits an employer from discharging an employee because the employee is called to jury duty.

<p>Military Service (Tex. Gov't Code § 431.005)</p>	<p>Eligible employee (member of state military forces or reserve component of the armed forces)</p>	<ul style="list-style-type: none"> • Provides that an eligible employee is entitled to paid leave of absence of 15 days in a fiscal year for military training or duty, and is not subject to loss of time, efficiency rating, personal time, sick leave, vacation time, or salary. • Provides that an employee is entitled to be restored to the same position that the employee held when ordered to duty.
<p>Withholding of Wages (Tex. Family Code § 158.209)</p>	<p>All</p>	<ul style="list-style-type: none"> • Prohibits an employer from using a writ of withholding wages as grounds in whole or part for the refusal to hire, terminate, or take disciplinary action against an employee.
<p>Right to Work (Tex. Lab. Code § 101.052)</p>	<p>All</p>	<ul style="list-style-type: none"> • Prohibits an employer from denying employment to an applicant based on membership or non-membership in a labor union.
<p>Political Activity (Tex. Elec. Code § 161.007)</p>	<p>All</p>	<ul style="list-style-type: none"> • Prohibits an employer from preventing an employee from attending a county, district, or state political convention as a delegate or retaliating against an employee for doing so.
<p>Voting (Tex. Elec. Code §§ 276.001; 276.004)</p>	<p>All</p>	<ul style="list-style-type: none"> • Prohibits retaliation against an employee because the employee voted for or against a candidate or measure, or because the employee refuses to reveal how they voted. • Prohibits an employer from denying an employee time off to vote unless the polls are open on election day for two consecutive hours outside the employee's regular work hours.
<p>Genetic Information (Tex. Lab. Code § 21.401 et seq.)</p>	<p>All</p>	<ul style="list-style-type: none"> • Prohibits employment discrimination and retaliation against an employee because of genetic information concerning an individual or because an individual refused to submit to a genetic test.

<p>Compliance with Subpoena (Tex. Lab. Code § 52.051)</p>	<p>All</p>	<ul style="list-style-type: none"> • Prohibits a city from retaliating against an employee because the employee complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding
<p>Emergency Evacuations (Tex. Lab. Code §§ 22.002; 22.004)</p>	<p>All (except emergency service personnel)</p>	<ul style="list-style-type: none"> • Prohibits an employer from discharging an employee who leaves the employee's place of employment to participate in a general public evacuation ordered under an emergency evacuation order. <p><u>Exception:</u> does not apply to emergency service personnel if the city provides adequate emergency shelter; and does not apply to persons necessary to provide for safety and well-being of general public including persons necessary for the restoration of vital services.</p>

INDEX

207(k)

covered activities, 17, 18
fire, 17
paramedics, 18
police, 17
Volunteer Fire Department, 18

ADA

accessibility, 44
applicant, 43
disability, 41
drug testing, 34
essential functions, 41, 43
essential job functions, 43
FLSA, 13
generally, 41
Generally. *See* Americans with
Disabilities Act
hiring, 43
major life activity, 41
medical examination, 43
notice, 44
on the job injury, 5
physical tests, 43
poster, 44
Pregnancy Discrimination Act, 41
qualified individual, 41
reasonable accommodation, 41, 42
termination, 42, 43
Title II Technical Assistance Manual,
44
undue hardship, 42

ADA Amendments Act

generally, 41

ADEA

applicants, 47
benefits, 47
bona fide occupational qualification,
47
coverage, 47
fire, 48
generally, 47

hiring, 48

Older Workers Benefit Protection Act,
47

police, 48

Administrative

exempt, 12

FLSA, 12

overtime, 5

Age Discrimination

generally, 47

Age Discrimination in Employment Act

generally, 47

Generally, 60

Americans with Disabilities Act

generally, 41

on the job injury, 5

Americans With Disabilities Act

Generally, 59

At Will

generally, 2

termination, 2

Background Check

criminal, 9

Benefits

age discrimination, 47

COBRA, 25, 28, 62

full time, 13

part time, 5, 13

police survivor, 29

state law health benefits, 29

USERRA, 54

Bonus

FLSA, 15

generally, 4, 15

longevity pay, 15

Break

FLSA, 14

Civil Rights Act, 59

generally, 36

Closed Session

generally, 56
 personnel, 7

COBRA
 administration, 25
 coverage, 25
 disability, 27
 FMLA, 27
generally, 25, 62
 gross misconduct, 25, 26
 leave, 27
 length of coverage, 28
 notice, 26
 part time, 27
 payment of premiums, 27
 qualified beneficiary, 25
 qualifying event, 25
 stimulus, 28
 termination, 25, 26

Compensation
 bonus, 4
 compensatory time, 5, 13
 deduction, 15
 employment discrimination, 36
 Equal Pay Act, 59
 fire, 20
 Fire, 17
 FMLA, 23, 61
 minimum wage, 11
 overtime, 5
 police, 17, 20
 USERRA, 54
 volunteers, 30

Compensatory Time
 agreement, 13
 collective bargaining agreement, 13
 FLSA, 13
 generally, 5
 maximum hours, 14
 overtime, 13
 payment, 14

Compensation
 on call, 14

**Consolidated Omnibus Budget
 Reconciliation Act**
generally, 62, See **COBRA**

Disability
 COBRA, 27
 definition, 41
 generally, 41, 59
 pregnancy, 41, 46
 reasonable accommodation, 42
 termination, 42, 43

Documentation
 generally, 2

Double Time
 overtime, 13

Drug Testing
 accident, 33, 34
 ADA, 34
 applicant, 33
 commercial drivers license, 34
 Drug free Workplace Act, 34
 drug free workplace policy, 34
 fire, 3
 fire, 32
 generally, 3, 32
 hiring, 9, 33
 individualized suspicion, 32
 Omnibus Transportation Employee
 Testing Act, 34
 police, 32
 police officers, 3
 policy, 34
 random drug testing, 32
 reasonable suspicion, 33
 suspicionless drug testing, 32

Employment Discrimination
 ADA, 59
 ADEA, 60
 age, 47
 Civil Rights Act, 59
 disability, 43
 drug testing, 34
 generally, 3, 36
 hiring, 9, 43
 job posting, 4, 8
 military, 51
 national origin, 37
 pregnancy, 46
 race, 37
 religion, 39
 sex, 38

- sexual harassment, 38
- TCHRA, 63
- termination, 2, 38
- Equal Employment Opportunity Commission**
 - job posting, 4
- Equal Pay Act**
 - Generally, 59
- Executive**
 - FLSA, 12
 - overtime, 5
- Executive Session**
 - agenda, 56
 - employee rights, 56
 - generally, 56
 - individual employee, 56
 - personnel, 7
 - personnel issues, 56
- Exempt**
 - administrative, 12
 - executive, 12
 - FLSA, 11
 - generally, 5, 11
 - payroll deduction, 15
 - professional, 12
 - salary test, 11
- Fair Labor Standards Act**
 - generally, 11
 - Generally. *See* FLSA
 - overtime, 5
- Family Medical Leave Act**
 - generally, 61
 - on the job injury, 5
 - workers compensation, 5
- Fire**
 - 207(k), 17
 - ADEA, 48
 - age discrimination, 48
 - compensation, 20
 - drug testing, 3, 32
 - FLSA, 17
 - hiring, 48
 - holiday, 13
 - leave, 13
 - overtime, 17
 - overtime exemption, 17
 - retirement, 48
- Firing**
 - generally, 2
- FLSA**
 - ADA, 13
 - administrative, 12
 - breaks, 14
 - compensatory time, 13
 - executive, 12
 - exempt, 11
 - fire, 17
 - FMLA, 13
 - generally, 11
 - Generally. *See* Fair Labor Standards Act
 - minimum wage, 11
 - nonexempt, 11
 - on call, 14
 - overtime, 5, 11
 - payroll deduction, 15
 - police, 17
 - professional, 12
 - salary test, 11
- FMLA**
 - benefits, 22
 - COBRA, 27
 - coverage, 21
 - FLSA, 13
 - generally, 21, 61
 - health benefits, 22
 - intermittent leave, 22
 - leave, 21, 22
 - military, 21
 - notice, 21, 23
 - poster, 21, 24
 - qualified events, 21
 - qualifying exigency, 21
 - returning employee, 22
 - unpaid leave, 23
 - workers compensation, 6
- Full Time**
 - benefits, 13
 - FLSA, 13
 - generally, 13
- Hiring**
 - ADA, 43

- age discrimination, 47
- background check, 9
- drug testing, 9, 33
- employment discrimination, 36
- Employment Discrimination, 8, 9
- fire, 48
- generally, 8
- job posting, 4, 8
- medical examination, 43
- nepotism, 3
- police, 48
- Title VII, 36
- Hiring authority**
 - generally, 8
- Holiday**
 - Fire, 13
 - police, 13
- Holiday pay**
 - overtime, 13
- Individualized Suspicion**
 - generally, 3
- Job Posting**
 - age discrimination, 47
 - generally, 4, 8
- Leave**
 - COBRA, 27
 - compensation, 13
 - compensatory time, 5
 - Fire, 13
 - FMLA, 21, 61
 - military, 13
 - police, 13
- Liability**
 - employment discrimination, 36
 - Open Meetings Act, 56
 - Texas Whistleblower Act, 49
 - volunteers, 30
- Longevity Pay**
 - bonus, 5
- Major Life Activity**
 - definition, 41
- Military**
 - compensation, 13
 - FMLA, 21, 61
 - leave, 13, 51
 - state benefits, 55
 - state law, 64
 - USERRA, 60
- minimum wage**
 - FLSA, 11
 - generally, 11, 59
 - payroll deduction, 15
- Municipal Judge**
 - hiring authority, 8
- Nepotism**
 - generally, 3
- Nonexempt**
 - compensatory time, 13
 - FLSA, 11
 - generally, 5, 11
 - overtime, 11
 - part time, 5
 - payroll deduction, 15
- Older Workers Benefit Protection Act of 1990**
 - generally, 47
- On Call**
 - compensation, 14
 - FLSA, 14
- On the Job Injury**
 - ADA, 5
 - Family Medical Leave Act, 5
 - FMLA, 5
 - generally, 5
 - reasonable accommodation, 6
 - termination, 5
 - volunteer fire department, 31
 - volunteers, 31
 - workers compensation, 5
- Open Meetings Act**
 - closed session, 56
 - executive session, 56
 - generally, 56
 - liability, 56
 - personnel, 7
- Overtime**
 - 207(k), 17
 - calculation, 12
 - compensatory time, 5, 13
 - exemption, 17
 - fire, 17
 - Fire, 17

FLSA, 11
 generally, 5, 11, 59
 nonexempt, 11
 ordinance, 19
 police, 17
 Police, 17
 state law, 19

Part Time
 benefits, 13
 COBRA, 27
 FLSA, 13
 generally, 13

Payroll Deduction
 FLSA, 15

Personnel File
 councilmember right of access, **57**
 employee right of access to own, **58**
 police, **58**
 Public Information Act, 57

Personnel Policies
 bonus, 5, 15
 documentation, 2
 drug free workplace policy, 34
 drug testing, 9, 34
 harassment, 39
 hiring, 4, 9
 job posting, 4
 longevity pay, 15
 personnel file, **57**

Police
 207(k), 17
 ADEA, 48
 age discrimination, 48
 benefits, 29
 compensation, 20
 drug testing, 32
 FLSA, 17
 hiring, 48
 holiday, 13
 leave, 13
 overtime, 17
 overtime exemption, 17
 personnel file, **58**
 retirement, 48

Police chief
 exempt, 20

Police officers
 drug testing, 3

Political Activities
 generally, 6

Poster
 ADA, 44
 FMLA, 21

Pregnancy
 Civil Rights Act, 59
 employment discrimination, 46
 generally, 46
 reasonable accommodation, 46
 termination, 46

Pregnancy Discrimination Act
 ADA, 41, 46
 disability, 41, 46
 generally, 46

Professional
 exempt, 12
 FLSA, 12

Public Information Act
 employee confidentiality request, **57**
 generally, 56, 57
 police personnel file, **58**
 privacy, 57
 social security number, **57**

Race
 Civil Rights Act, 59

Random Drug Testing
 commercial drivers license, 32
 generally, 3, 32
 job duties, 32
 safety sensitive positions, 32

Reasonable Accommodation
 ADA, 42
 definition, 42
 generally, 42, 59
 on the job injury, 6
 religion, 40
 termination, 42

Reasonable Accomodation
 disability, 43
 medical information, 43

Reasonable Suspicion
 generally, 33

Religion

- accommodation, 40
- employment discrimination, 39, 40
- Title VII, 39
- Reserve Police**
 - compensation, 30
 - insurance, 30
- Retaliation**
 - ADA, 59
 - ADEA, 60
 - Civil Rights Act, 59
 - FLSA, 59
 - FMLA, 61
 - generally, 3
 - military, 51
 - TCHRA, 63
 - Texas Whistleblower Act, 63
 - Texas Workers Compensation Act, 63
 - USERRA, 60
 - voting, 64
- Retirement**
 - fire, 48
 - police, 48
- Salary Test**
 - FLSA, 11
- Sex**
 - employment discrimination, 38
 - Title VII, 38
- Sexual Harassment**
 - Civil Rights Act, 59
 - employment discrimination, 38
 - generally, 38
 - liability, 39
 - policy, 39
 - termination, 38
 - Title VII, 38
- Suspicionless Drug Testing**
 - generally, 3
- TCHRA**
 - generally, 63
- Termination**
 - ADA, 43
 - COBRA, 25, 26
 - disability, 43
 - documentation, 2
 - generally, 2
 - gross misconduct, 25, 26
 - health benefits, 25
 - military, 54
 - pregnancy, 46
 - Texas Whistleblower Act, 49
 - USERRA, 54
- Texas Commission on Human Rights Act**
 - generally, 63
- Texas Whistleblower Act**
 - adverse personnel action, 49
 - appropriate law enforcement authority, 49
 - generally, 49, 63
 - liability, 49
 - notice, 50
 - poster, 50
 - statute of limitations, 50
 - termination, 49
- Texas Workers' Compensation Act**
 - generally, 63
- Title VII**
 - BFOQ, 36
 - bona fide occupational qualification, 36
 - coverage, 36
 - generally, 36
 - hiring, 36
 - liability, 36
 - national origin, 37
 - race, 37
 - religion, 39
 - sex, 38
 - sexual harassment, 38
- Uniformed Services Employment and Reemployment Rights Act**
 - generally, 51
 - Generally. *See* USERRA
- USERRA**
 - compensation, 54
 - coverage, 51
 - family members, 54
 - FMLA, 54
 - generally, 51
 - health benefits, 54
 - leave, 54
 - notice, 52

reemployment, 52, 53
service, 51
termination, 54
uniformed services, 51

Volunteer Fire Department

city council, 30
on the job injury, 31

Volunteers

city council, 30
city employees, 30
compensation, 30

generally, 30
liability, 30
on the job injury, 31
police, 30
resolution, 30
volunteer fire department, 30
workers compensation, 31

Workers Compensation

FMLA, 6
termination, 5
volunteers, 31